

THE AMERICAN ARCHIVIST

Volume X

OCTOBER, 1947

Number 4

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CAPITÁN JOAQUÍN LLAVERÍAS

Capitán Joaquín Llaverías and the *Boletín del Archivo Nacional*¹

By ROSCOE R. HILL

Washington, D.C.

THE name of Captain Joaquín Llaverías and that of the *Boletín del Archivo Nacional* of Cuba may almost be considered synonyms. He for nearly a half century has served the Archive and Cuban historiography; it for forty three consecutive years has carried forth the message of archivology. Hence with the appearance of an index of the first forty three volumes of the *Boletín*, it would seem to be an opportune time to consider the man and his work as well as to review the accomplishments of the *Boletín* as revealed in the new publication.

Joaquín Llaverías y Martínez was born in Habana on July 27, 1875, the son of Joaquín Llaverías and his wife Rosario Martínez. He was baptised in the Church of Jesús del Monte in Habana. He received the degree of bachelor of arts and began the study of medicine in the University of Habana. Following the outbreak of the War for Cuban Independence in 1895, Llaverías joined the revolutionary forces on December 10 of the same year. He became an officer in the Calixto García Regiment and remained in service until after the conclusion of hostilities on August 24, 1898. During this time he ascended to the rank of captain and served under the orders of Generals Alberto Nordarse and Francisco Peraza and of Colonels Emilio and Rosendo Collazo and participated in the operations in the Province of Habana. It has been said that because of his medical studies, although not a medical officer, he saved the lives of many of his compatriots.

After the end of the War in 1895, the Government of the Intervention, in charge of General Leonard Wood, appointed the young captain to a minor clerical position in the Archive of the Island of Cuba on June 11, 1899. From that humble beginning in the course of nearly half a century of service to his country, Captain Llaverías has risen through his merits and achievements to the position of high honor which he now holds.

The first major contribution of Captain Llaverías to the development of the Archive was his suggestion in 1902 to the director, Dr. Vidal Morales y Morales, for the publication of a bulletin, which would serve

¹ Captain Llaverías is an Honorary Member of the Society of American Archivists.

to reveal the richness of its collections. He immediately became directly associated with the project and has been the editor during the years of its existence. In 1910, he was sent to Brussels as the representative of Cuba to the International Congress of Archivists and Librarians, where he actively participated in the deliberations.

The most outstanding feature of the early years of the career of Captain Llaverías was the publication of his *Historia de los Archivos de Cuba* in 1912. This was the first full length volume of its kind which appeared in the Western Hemisphere. Today it remains a classic in archivology and evidences the breadth of vision of its author. It gives a detailed account of the Cuban Archive from its founding in 1840, with extensive information regarding the many valuable collections of records which had accumulated during the years. Interesting facts concerning the vicissitudes through which the records had passed are all set forth, including accounts of the removals of papers to Spain by the Spaniards and the careless handling by the Government of the Intervention.

The interest and activity of Captain Llaverías in connection with the Archive brought promotion and during most of the year 1913, he served as acting director. Then finally after nearly a quarter of a century of service, he was made Director of the Archive on November 2, 1922. Since that time he has ably and efficiently carried on the multiple functions of the institution and achieved a high degree of success in bringing it to the prominent place that it holds. Today Captain Llaverías is the dean of the directors of the National Archives of the Western Hemisphere and is held in high regard by all who know him and his work.

Since the publication of the *Historia de los Archivos de Cuba*, Captain Llaverías has made many contributions to historical studies as well as to the field of archivology. His long series of articles dealing with the history of over one hundred periodicals of Cuba has given much information regarding these publications and those who directed their destinies. These articles have appeared in the *Boletín*. In 1920, he published *Cartas inéditas de Martí*, which presented new data on the great Cuban hero. In connection with his work of cataloguing and indexing records in the Archive, he prepared the *Inventario General del Archivo de la Delegación del Partido Revolucionario en Nueva York, 1892-1898* (vol. I, 1921), which was the first publication of this type issued by the Archive.

As a result of his historical studies, Captain Llaverías was elected a member of the Cuban Academy of History in 1923. At the public reception on June 14 of that year, he read his work *Facciolo y "La Voz del Pueblo Cubano"* (published by the Academy, 1923), which demon-

strated the care and exactitude he has ever used in the preparation of his historical studies. Since that date he has been most active in the affairs of the Academy. He was called upon to deliver eulogies of a number of his fellow members, including Pedro Mendoza Guerra (1923), Domingo Méndez Capote (1925) and Roque E. Garrigó y Salido (1938). He has prepared and edited numerous valuable publications for the Academy. Among these there may be mentioned: *Diccionario Geográfico de la Isla de Cuba* (1875) by José de J. Márquez (1926); *Actas de las Asambleas de Representantes del Consejo de Gobierno durante la Guerra de Independencia, 1895-1898* (with Emeiterio S. Santovenia, 6 vols., 1928-1934); *Papeles existentes en el Archivo General de Indias relativos a Cuba y muy particularmente a la Habana* (Donativo Nestor Carbonell, 2 vols., 1931); and *Centón Epistolario de Domingo del Monte* (vol. 5, 1938). Also the Academy published his historical studies entitled: *La Comisión Militar Ejecutivo y Permanente de la Isla de Cuba* (1929); *El consejo Administrativo de Bienes Embargados* (1941); and *Martí en el Archivo Nacional* (1945). In addition for many years he has served as archivist of the Academy.

It may truly be said that the central theme of the administration of Captain Llaverías was the need for a new, modern and adequate building to house the valuable records which through the years had been deposited in the Archive. His desire for the building became in fact a crusade. The final solution of this pressing problem came in connection with the celebration of the centenary of the Archive which served to emphasize the absolute necessity for a remedy for the unsatisfactory situation with respect to the archivalia. As early as 1931, Captain Llaverías began to call attention to the propriety and fitness of the celebration. Aided by many friends both in and out of the Government, the program was gradually formulated. The year 1940 arrived, however, before definitive action was taken with respect to a new building. An elaborate celebration of the centenary was held in January, which served to call attention once again to the importance of the collections in the Archive and gave opportunity for many tributes to the zeal and efficiency which Captain Llaverías had displayed through the years in preserving and making known the treasures under his care.

Finally on May 7, 1942, a law was passed providing the sum of \$300,000 for the construction of a new building, the funds to be derived from a special stamp tax. This was also a general law affecting records, their preservation and use. Plans were drawn for the building and construction was begun on the site of the old edifice. Then on October 12, 1942, the corner stone was laid.

The high point in the career of Captain Llaverías was reached on September 23, 1944. On that date, in the presence of a notable gather-

ing including especially the directors of the National Archives of the Caribbean, the new building was dedicated. A model building, well adapted to the purposes for which it is intended, it stands as a monument to the nearly half century of service which Captain Llaverías has given to Cuba in the care of the records which relate to the trials and vicissitudes, the achievements and progress of the Pearl of the Antilles. The satisfaction and emotion which he must have felt upon this memorable occasion can readily be understood.

With the new building, the Archive acquired its own press and has been supplied with funds to undertake a most extensive program of publication. The labor through the years of Captain Llaverías in preparing catalogues and indexes is now being put into printed form, so as to make them available to investigators and to serve to reveal more amply the richness of the documentation in the Archive. Likewise documentary publications of important groups of papers are currently being issued. All these volumes have appeared under the active direction of Captain Llaverías, who has done most of the cataloguing, selecting and editing, since the Archive has never had more than a very small staff to aid the director. The catalogues cover the papers of the Real Consulado de Agricultura, Industria y Comercio and la Junta de Fomento (1943), of Florida (1944), of the Liceo Artístico y Literario de la Habana (1944), of the Comision Militar Ejecutivo y Permanente de la Isla de Cuba (1945) and of the Junta Superior de Sanidad de la Isla de Cuba (1947). The documentary publications include *Correspondencia Diplomática de la Delegación Cubana en Nueva York durante la Guerra de Independencia de 1895 a 1898* (5 vols., 1943-1946) and *Antonio Maceo, Documentos para su vida* (1945).

With this rich heritage which Captain Llaverías has builded, he can spend his days with a full measure of satisfaction, knowing that his contribution to archivology will long be remembered. So it is that on the celebration of the silver anniversary of his appointment as director of the Archive, November 2, 1947, the Archivo Nacional and the Government and people of Cuba can congratulate themselves for him who has been such an outstanding servant of his native land. May his days be many and happy indeed is the wish of his friends from everywhere.

As has already been indicated Captain Llaverías made the original suggestion for the founding of the *Boletín del Archivo Nacional* and has been its editor from the beginning. The first number appeared in 1902 (Mar.-Apr.) under the title *Boletín de los Archivos de la Isla de Cuba*. This was changed to *Boletín de los Archivos de la República de Cuba* with the second issue, which was retained until vol. III, no. 4 (July-Aug., 1904). Vol. III, no. 5 (Sept.-Oct., 1904) appeared as *Boletín de los Archivos Nacionales* and with the following number (Nov.-Dec., 1904) the title became *Boletín del Archivo Nacional*, which it has since

retained. A bi-monthly publication, because of the vicissitudes of the times and the lack of adequate funds, for a number of years the six issues have appeared as one issue and the publication has been considerably delayed. However continuous publication has been maintained, the last issue being the one corresponding to 1945.

In connection with a School of Archivology conducted by the Archivo Nacional in 1945, Dr. Fermín Peraza y Sarausa, Cuba's leading bibliographer and the director of the Municipal Library of Habana, gave a course in bibliography. As a part of the instruction, the students collaborated in the preparation of index cards for the materials in the issues of the *Boletín* from 1902 to 1944. These cards were made in conformity with the style employed by the Library of Congress.

Dr. Peraza arranged the cards in alphabetical subject order and prepared an analytic index of names and subjects to make the information readily available. The Archivo Nacional has included the work in its Publications under the title *Indice del Boletín del Archivo Nacional* (Habana: Talleres del Archivo Nacional, 1946. Illus., xxiii, 188 pp.). There is an introduction giving information about the index and the methods employed. The preface comprises a reprint of an article prepared by Captain Llaverías, entitled "Historia del Boletín del Archivo Nacional," which was published at the conclusion of its first quarter century in 1927, together with an addition covering the history of the years since that date. This article summarizes briefly the materials which have been included in the *Boletín* during the forty three years of publication.

The index itself gives a complete survey of the contribution made to archivology by the *Boletín*. The many articles, the texts of documents and the indexes of records in the Archive cover a wide range of interest. Every item has its corresponding entry. To appreciate fully the wealth of materials which has been included in the *Boletín*, it is necessary to consult the *Indice*, since any listing of titles would make this article too extensive.

However, it may be interesting to mention three special issues of the *Boletín*. Volume 39, 1940, was dedicated to the celebration of the centenary of the Archive; volume 41, 1942, comprised a complete report on the First International Congress of Librarians, Archivists and Curators of Museums of the Caribbean and included the text of the Law of 1942 dealing with archives and their records; and volume 43, 1944, contained a detailed account of the events in connection with the dedication of the new building for the Archive.

The *Indice*, therefore, serves to reveal the treasures included in the *Boletín* and at the same time pays a tribute of homage to Captain Joaquín Llaverías y Martínez, who has been its guiding spirit through the years.

Sampling Rural Rehabilitation Records for Transfer to the National Archives

By CARL J. KULSRUD

The National Archives

IN December 1945 the Farm Security Administration offered for transfer to the National Archives all the paid-in-full rural habilitation loan folders accumulated in its county offices from the time of the inauguration of the rehabilitation program until the end of 1943. This involved 315,000 loan cases, upward of 500,000 loan folders, and approximately 20,000 cubic feet of records. From this volume the National Archives has selected for transfer to its custody about 600 cubic feet. The method used in selecting, or sampling, the records, and the general character of the loan folders and the program which they document, have attracted the attention of archivists and records officers, and elicited some requests for additional information. The purpose of this paper is therefore to give a brief account of the rural rehabilitation program, describe the records involved, and explain the sampling process employed in the transfer transaction.

One of the major aims of the Federal Emergency Relief Appropriation Acts of 1933 and 1934 was to bring relief to needy farmers and their families. In 1933 approximately one million rural families were dependent on public aid for their survival. By 1935 the number was nearly doubled. The relief burden was at first carried by local agencies, but the economic resources of these agencies were soon exhausted, and the Federal Government had to come to their aid. In 1934 a Rural Rehabilitation Division was established within the Federal Emergency Relief Administration. The Division was authorized to grant money for rural rehabilitation to the several States, to be administered locally by the State Emergency Relief Corporations.

The corporations made loans to farmers unable to borrow from private agencies because they could not offer adequate security for the loans, and grants to families who had become destitute through the operation of natural catastrophes, such as floods, droughts, and hurricanes. Grants were sometimes made to rural families who had been

accepted for the rehabilitation loan program, but were in need of immediate aid to carry them along until a loan could be approved and farm and home management plans worked out for them. The grants, which were spent for food and other necessities, were often defined as gifts made by the Government to impoverished families who would be unable to repay the money advanced to them. Adequate security was required for every loan, however. It was taken in the form of promissory notes, chattel mortgages, or conditional sales contracts, depending on the circumstances and financial condition of the borrower, who was known as the client. At the beginning of 1935 some 350,000 families were carried on the rolls of the Rehabilitation Corporations. Approximately 1,200,000 rural rehabilitation loans have been made since the program was inaugurated.

The functions of the Rural Rehabilitation Division were transferred to the Resettlement Administration upon its creation, April 30, 1935, and a new Rehabilitation Division was established under its supervision. During the first weeks of its existence the Resettlement Administration expected to continue the procedure of granting money to the State Rehabilitation Corporations, but the Comptroller General decided otherwise. In an informal ruling of June 22, 1935, he announced that, under the provisions of the Emergency Relief Appropriation Act of 1935, no part of the funds at the disposal of the Resettlement Administration could be used for grants to the State Corporations, and that any expenditures for rural relief must be made directly to the clients. This decision created an extremely difficult administrative problem. In the course of the week intervening between the ruling of the Comptroller General, on June 22, and the end of the fiscal year the Resettlement Administration had to create administrative machinery sufficiently well equipped to continue the rehabilitation program. That the problem was solved in a satisfactory manner speaks well for the Resettlement Administration.

But the Comptroller General's ruling had other results. As by the stroke of the pen of some mighty potentate, the activities of the Resettlement Administration were expanded to tremendous proportions. Almost overnight its local agencies became infinitely multiplied and their functions broadened. The records of this projection of the Federal Government from indirect to direct participation in the rural relief program should be of genuine interest to the students of public administration.

In analyzing the rural rehabilitation problems, the Resettlement Administration and its successor agency, the Farm Security Administration, discovered that rural poverty had been brought about, not so much by the economic depression of the early 'thirties, as by other,

more fundamental causes. Much of the land tilled by the clients had been worn out from years of misuse; many of the farms were too small to support a family; and insecurity of tenure, resulting in yearly moves from one farm to another, discouraged long-term planning and efficient husbandry. Most serious of all, perhaps, was the lack of training, on the part of the clients, in methods of modern farming and home management.

It was felt that these fundamental causes of rural poverty had to be removed before any progress could be made in rehabilitating the clients. The result was that rural rehabilitation became something more than the granting of loans to low-income farmers. In a sense, it developed into a reform program, the aim of which was to eradicate conditions of social, economic, and educational maladjustment. Under this program efforts were made to teach the clients how to operate their farms, manage their homes, maintain their health, and take their part in community activities. They were to be induced to produce and conserve the right types of food for their own use, to repair farm implements, mend family clothing, and maintain sanitary housing conditions.

This ambitious program emerged as one of the indirect results of the Comptroller General's ruling. It called for the close supervision of the rehabilitation of clients. Farm and home supervisors made frequent visits to the clients, of whom the less efficient and less enthusiastic received the most frequent and most unexpected calls. The supervisors made detailed check-ups and careful analyses of the progress achieved and the shortcomings to be remedied, and often sent timely reminders to individual borrowers, calling their attention to obligations that were to be met, and to new plans that had to be formulated.

This program was operated locally by the Farm Security Administration's county officials, who dealt directly with the individual clients. The local records are therefore of particular significance. They are maintained in the client's case file folders, and consist of all documents used in the loan transactions, from initial application to termination. They are rich in human interest material, and contain information of unique value for the study of social and economic conditions that prevailed in various parts of the country in the decade preceding the war. To the student of public administration they are important source material, documenting, as they do, this first gigantic rural relief and rehabilitation program wherein the Federal Government has dealt directly with the individual citizen. They also contain evidence for the evaluation of this 20th century paternalism that was designed to raise the standard of living among the underprivileged rural families, and they afford information that may serve to indicate whether and to what extent the clients of such a program tend to lapse into their old habits and

practices once governmental supervision has been removed.

The records maintained in a client case file fall into distinct categories, each readily identified. The correspondence carried on between the client and the Rehabilitation Division, especially during the period of the Resettlement Administration, gives a fair portrayal of the administrative machinery set up to handle rehabilitation problems, and of the policies, procedures, and ideologies that gave direction and impetus to the whole program. The loan agreement is the basic document. It binds the client to operate his farm and manage his home in the manner prescribed in his farm and home management plans, to keep specified records and accounts, and deposit his money in a specified bank. Other records in the folders are the farm and home management plans, the farm and home visit reports, used by the supervisors to indicate the progress made by the client in his farming, housekeeping, gardening, canning, maintenance of equipment, participation in community activities and health and recreational activities. There is often also a farm lease, pointing to the efforts made by the Rehabilitation Division to obtain for its clients satisfactory tenure arrangements. Most suggestive of all records in the clients' folders are the confidential reports. This type of report deals with the reputation of the rehabilitation family, its attitude toward Farm Security Administration programs, its suitability for a farm ownership loan, its advancement in rehabilitation, especially in respect to whether supervision should be continued, relaxed, or abandoned.

When the loan transactions were concluded, the complete record files were maintained separately in the county offices under the designation of paid-in-full loan folders. These are the records that were offered for transfer to the National Archives. They represent closed cases, and are of little future administrative or legal value. But they are of primary importance for the understanding of the rural rehabilitation functions of the Farm Security Administration and predecessor agencies. They contain the basic documentation of those functions, and therefore merit a place in the National Archives. But their volume, which measures upward of 20,000 cubic feet, precluded the transfer of the records *en toto*. Some satisfactory method of sampling had to be devised.

Various methods were considered. At first it was felt that the customary percentage method, based on the theory of probabilities, would prove satisfactory. This might take the form of selecting at random a given number of paid-in-full loan folders, or of preserving the folders of a given number of counties in various parts of the country. These and other statistical methods would preserve adequate documentation of the rehabilitation functions; but they would not insure the preservation of sufficient records for the evaluation of the economic, social,

and political factors that made the rehabilitation program necessary. It was essential that a method of sampling be found that would reflect these fundamental conditions, and, at the same time, show the remedies applied.

The economic conditions that called for rural rehabilitation were not the same throughout the country. Those plaguing the fruit growers differed from those which beset the dairy farmers, while the problems confronting the cotton planters differed from those harassing the wheat farmers. Even within the same general crop-producing areas the farmers' difficulties varied. The corn producers of South Dakota faced graver problems than the corn and cattle farmers of Southeast Iowa, and the dairy farmers of Minnesota were more unfavorably situated in respect to markets than the dairy farmers of Northern Indiana. Social conditions differed also from region to region, and the human factor was always varied. The reaction of the well-educated and erstwhile independent rural families of some Northern areas to the planning and close scrutiny of their affairs by the farm and home supervisors operating the local rehabilitation program might be quite different from the feeling of the sharecroppers of some Southern regions. The lasting effect of rehabilitation also might differ in accordance with these different human factors and different environment.

Any adequate sampling of the records reflecting these conditions, therefore, had to be so planned as to cover the rural rehabilitation activities in all farming areas. Otherwise the selected records would not be representative. They would not give complete information about the causes of the maladjustment in rural areas, nor contain the means by which to measure the efficacy of the various remedies applied to these conditions.

Once the decision was made to obtain records from the several geographical areas, the sampling problem was comparatively simple. The solution was found by consulting a project previously carried out by the Bureau of Agricultural Economics. As a result of its extensive studies, the Bureau has classified the agricultural operations of the country into 134 distinct farming areas. On the basis of this classification it constructed a map delineating the location and extent of these areas. The sampling process was based upon this map and upon statistical data furnished by the Farm Security Administration to indicate the county in each area that was most typical of its operations. All the records of that representative county were then requisitioned for transfer to the National Archives. The records selected for preservation therefore consist of the paid-in-full rural rehabilitation loan folders accumulated in 134 typical counties or cross sections of the country

during the period from the inception of the rural rehabilitation program to the end of the calendar year 1943.

It would appear that this documentation adequately reflects the social, economic, and human factors that led to the establishment of the rural rehabilitation program. It contains sufficient data for the study and evaluation of the procedures, policies, ideologies, and techniques followed by the Farm Security Administration in its operation of the program. Together with other Farm Security Administration records to be transferred to the National Archives, or what are now in the custody of the Archives, they will afford the means for measuring the success achieved in the rural rehabilitation program and the soundness of the principles upon which it was based.

COUNTIES FROM WHICH RURAL REHABILITATION RECORDS WERE SELECTED FOR TRANSFER TO THE NATIONAL ARCHIVES

CASELOADS OF BORROWERS

<i>Region I</i>			<i>Region III</i>		
STATE	COUNTY	PAID-UP	STATE	COUNTY	PAID-UP
Maine	Aroostook	762	Illinois	Marion	71
"	Kennebec	72 "	"	St. Clair	30
			"	Wabash	49
Maryland	Frederick	30	Indiana	De Kalb	166
New Hampshire	Rockingham	61	"	Hamilton	69
			"	White	128
New Jersey	Burlington	20	Iowa	Boone	61
New York	Livingston	16	"	Clayton	54
" "	Monroe	21	"	Iowa	112
" "	Oswego	48	"	Lucas	146
Pennsylvania	Clarion	41	Missouri	Lawrence	158
"	Erie	80	"	Perry	90
"	Juniata	26	Ohio	Jackson	72
"	Lancaster	61			
Vermont	Addison	82	<i>Region IV</i>		
	<i>Region II</i>		Kentucky	Bell	25
			"	Nelson	50
Michigan	Oakland	77	North Carolina	Bertie	143
"	Presque Isle	118	" "	Forsyth	99
"	St. Joseph	63	" "	Pender	56
"	Van Buren	253	" "	Wake	78
Minnesota	Isanti	92	Tennessee	Franklin	124
"	Sibley	57	"	Perry	94
			"	Williamson	80
Wisconsin	Juneau	91	Virginia	Buchingham	44
"	Langlade	137	"	Fairfax	34
"	Waukesha	24			

STATE	COUNTY	PAID-UP	STATE	COUNTY	PAID-UP
"	Pittsylvania	147	"	Nueces	62
"	Smyth	41	"	San Jacinto	60
West Virginia	Nicholas	78	"	Throckmorton	24
			"	Willacy	89
	<i>Region V</i>		"	Wise	97
Alabama	Dallas	81		<i>Region IX</i>	
"	Elmore	179	Arizona	Mohave	25
"	Marshall	381	"	Pima	51
"	Shelby	111	California	Del Norte	3
Florida	Lee	18	"	Monterey	56
"	Volusia	13	"	Orange	122
Georgia	Hart	158	"	Sacramento	170
"	Worth	65	"	San Joaquin	160
South Carolina	Berkeley	102	"	Siskiyou	43
			"	Tuolumne	4
	<i>Region VI</i>		Nevada	Churchill	111
Arkansas	Lenoke	106	"	Washoe	34
"	Marion	198	Utah	Grand	18
"	Pulaski	129	"	Utah	233
Louisiana	Assumption	14		<i>Region X</i>	
"	Avoyelle	298	Colorado	Alamosa	49
"	St. Helena	103	"	Bent	47
Mississippi	Attala	72	"	Delta	165
"	Carroll	16	"	Logan	118
"	Jasper	147			
	<i>Region VII</i>		Montana	Pondera	67
Kansas	Atchison	84	"	Stillwater	36
"	Coffey	170	Wyoming	Albany	45
"	Ness	89	"	Crook	176
"	Sedgwick	124	"	Goshen	165
"	Wallace	67	"	Sublette (Sublehe)	46
Nebraska	Deuel	68		<i>Region XI</i>	
"	York	182	Idaho	Bannock	140
North Dakota	Barnes	179	"	Clearwater	64
"	Grand Forks	105	"	Fremont	112
"	Stark	128	"	Owyhee	85
South Dakota	Clark	128	"	Twin Falls	347
"	McPherson	104	Oregon	Clatsop	37
			"	Jackson	306
	<i>Region VIII</i>		Washington	King	305
Oklahoma	Lincoln	253	"	Walla Walla	60
"	Osage	184	"	Yakima	304
"	Ottawa	172		<i>Region XII</i>	
"	Pittsburg	156	New Mexico	San Miguel	92
Texas	Brazoria	71	"	Santa Fe	106
"	Dallas	178			
"	Hamilton	132	Texas	Dawson	285
"	Haskell	158	"	El Paso	46
"	Kendall	22	"	Jeff Davis	10
"	La Salle	37	"	Randall	32
"	Leon	110			

Classification Scheme for Archival Literature

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WRITINGS on Archives and Manuscripts have of late been on the increase. Thanks to the permanent feature of October issues of the AMERICAN ARCHIVIST wherein we are supplied with an excellent and scholarly bibliography of materials of great importance to Archivists and Librarians throughout. The one difficulty which we have been feeling of late is the proper classification of books on Archives and Manuscripts. To all Librarians and Archivists who have libraries attached to their organizations the method of classifying the printed materials on Archives and Records have been presenting some knotty problems. This is more so with Archival Librarians. It is desirable that a uniform scheme based on Dewey's Decimal classification or any other recognized classification scheme having an international acceptance be adopted for the purpose. It is now beyond all contention that Archival knowledge in all its branches comprises not only broad facts of history of the particular region in question but also much technical knowledge about Archives and Archival materials in particular. Knowledge of chemistry and other branches of Science is also deemed necessary for purposes of preservation of Archival materials. The classification regarding phases of Archival Administration formulated by Dr. Posner in the National Archives Staff Information Series No. 12 (May 1942) is of great help to all of us. The list of headings as arranged by Miss Eleanor Walden of National Archives Staff is also a useful suggestion for classifying books and publications on Archives. Hilary Jenkinson's *Manual of Archive Administration* and other books on similar lines have been of great help to us in handling Archival literature in our libraries. In India, to most of us who have been working the Dewey Decimal Classification in the libraries, it has of late been a serious problem to classify the various types of publications that have been pouring in on Archives. This is more so to Archival Libraries which cater to the needs of Archivists and scholars interested in Archives. Subject to final settlement a suggestion will be made in the following lines showing the scheme of classification that we have been working in the Imperial Record Department Library for books on Archival Science. Our Library is mostly a Research Library on Indian History—with a specialisation for the Indo-British period, and Archival literature in particular. We follow the Dewey Decimal Scheme and as such as we have

developed the D.C. numbers for Archives as much as is possible, according to our local needs. In Dewey's D.C. 091 represents Archives, Manuscripts and Documents with but very few expansions. We have for our own purposes of classifying the Archival literature subdivided and expanded the literature available to us in our library here, according to the scheme formulated below. We shall be very much obliged if the views and experiences of our elders in the profession guide us in the matter, for final solution.

- 091. *Archives, Manuscripts, Documents.*
- 091.01 Theory, Objectives, Ideals and Scope of Archives.
- .019 Bibliography.
- 091.02 Introduction, Compends, Manual & Guides Year-Books.
- .03 Dictionaries, Glossaries, Cyclopedias, Technical Terms etc.
- .04 Collection of Essays on Archival Science.
- .05 Periodicals.
- .052 Bulletins.
- .06 Associations, Congresses, Conferences and their Annual Reports.
 Divided Geographically and alphabetical arrangement according
 to the name of the Institution).
- .07 Training in Archives Keeping.
- .08 Polygraphy Extracts.
- .09 History of Archive Movement. (History of the General Move-
 ment. Dividing Geographically)
- 091.1 *General Works of Reference.*
- .2 Archives Buildings.
- .21 Building, Location, Site, etc.
- .22 Storage, Shelving Equipment, Furniture.
- .23 Air-conditioning, Lighting, Heating, Ventilation.
- .24 Fire-fighting and Miscellaneous Appliances, Lift, Pneumatic Tubes.
- 091.3 *Materials of Archives.*
- .31 Paper.
- .32 Ink, Leather, Paste, Glues, Gum, Cloth, Chiffon, Tissue, Palm
 Leaves, Cellulose Acetate Foil, Other Record Components.
- .33 Scientific Instruments, Machinery, Tools, Appliances.
- 091.4 *Destructive Agents & Protection of Archival Materials.*
- .41 Physical destruction.
- .415 Heat.
- .42 Fungi.
- .45 Insects.
- .46 Rodents and Other Injurious Pests.
- .48 Means of Protection. Preservation.
- 091.48 *Means of Protection. Preservation.*
- .4812 Methods of handling of Various Kinds of Documents.
- .482 Insecticides. Fungicides.

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- .485 Fumigation; Different Methods of Fumigation and Their Respective Merits.
- .486 Repairing of Documents.
- .487 Lamination.
- .488 Examination of Documents.
- 091.49 Binding.
- 091.5 *Archives Administration.*
 - Constitution, Appointment, Government Board, Executive Staff, Staff Information Circular. Official Status and Functional of Archival Agencies.
- 091.51 Legislation Re. Loan, Reading and Research Rules. Issuing and Charging Systems. Restoration.
 - .52 Special Types of Archival Materials. Accession, Receiving.
 - .53 Cataloguing and Indexing. Calendaring, Press-listing.
 - .54 Classification and Arrangement of Archival Material. Appraisal, Assembling, and Elimination of Archival material and Historical Mss. Shelf. Shelf-labels, etc.
 - .55 Stock Taking.
 - .56 Records Survey.
 - .57 Weeding of Documents.
 - .58 Functions of Archival Agencies in Times of War.
- 091.6 *Documentary Reproduction.*
 - .61 Photography. Photostats, etc.
 - .64 Microfilming. Storage Equipment.
 - .65 Motion Picture and Sound Recording, Storage.
- 091.7 *Dating of Paper.*
 - .71 Dating of Paper by Physical methods.
 - .72 Dating of Paper by Chemical methods.
- 091.8 *Publications & Publishing. Inc. Reproduction Editing and publishing of mss. material.*
 - .9 Central Archives.
 - .91 Relationship between Central and Provincial Record Offices.
 - .92 Relationship between Central and Local Archive.
 - .95 Provincial.
- 091.97 Local.

NEW NON-ACID PERMANENT IRON INK

The Organic Section of the National Bureau of Standards and the laboratory of the Government Printing Office have recently developed a new process for making a nonacid permanent iron ink. This ink was first discovered in 1908 by Silbermann and Ozorovitz of Rumania but due to limited solubility and costly manufacturing procedure it has not been made except in small quantities for experimental purposes. These two undesirable factors have now been overcome.

Technically this ink is known as di-ammonium hydroxyferrigallate. In other words it is composed of iron, ammonia and gallic acid. It does not differ a great deal in composition from the iron gall ink (iron, tannic and gallic acids) that has been in use for several centuries. The addition of ammonia gives solubility and slight alkalinity whereas the regular iron gall contains sulfuric acid that is damaging to paper records. Kimberly, Zimmerman and Weber of the National Bureau of Standards made a study of this new ink in 1935 and found that it did not have harmful effects on paper as did other iron inks. The principal superior properties of this ink over the regular iron gall ink are that it is not injurious to paper, it does not clog fountain pens, and the characters written with it become insoluble in water within a few hours.

The elimination of high acidity from permanent writing inks will be a very large factor in the preservation of future records. Even as long ago as 1763 Dr. W. Lewis of England (*Commercium Philosophical-Technicum*, London, 1763) was concerned with what he termed the "corrosive" effect of iron gall inks on earlier records. He observed that ink in some cases had eaten holes into the paper and attributed this to high acidity. His attempts to neutralize this acidity by the addition of lime were unsuccessful. A friend of his recommended keeping small pieces of iron in the ink well to eliminate this acidity. In this case the sulfuric acid combined with the iron forming ferrous sulfate which did make the ink much less acid.

There are other instances of chemists attempting to produce permanent inks that would be economical, free of acidity and that would have good writing properties, but the present formula seems to be the only successful one. The Government Printing Office is now furnishing this ink to various Federal Departments. It is hoped that ink manufacturers will soon be able to make it available to record offices throughout this country.

WILLIAM J. BARROW

Document Restorer, Richmond, Virginia

Guides to Records of World War II¹

By PHILIP M. HAMER

The National Archives

THIS paper begins with a profession of faith. It proceeds from that to the statement of a problem and the outline of a plan. It ends with a question.

The profession of faith is this, that the Government and the people of the United States can profit from knowledge of the past. This is the faith of archivists, for they are custodians of materials that constitute an important part of the record of the past; and it is their function, not merely to preserve those materials, but to facilitate and to promote their use. This is the faith also of men and women in varied fields of endeavor who make use of the recorded experience of mankind in order to understand the present and to plan for the future. It is because of this faith that the following injunction, addressed to all the world, is inscribed on the pedestal of one of the statues near the Pennsylvania Avenue entrance to the National Archives Building, "Study the past." This faith was expressed by Franklin D. Roosevelt, himself so keenly conscious of the flow of history, when he wrote to the Director of the Bureau of the Budget almost three years ago "the best way to advance our knowledge of administration is through the study of actual experience" and that we need "both for current use and for future reference a full and objective account of the way the Federal Government is carrying out its wartime duties." The same faith is implied in a letter that President Truman addressed to the Archivist of the United States on June 4 of this year. "The experience of the Federal Government in the war just ended," he wrote, "is full of meaning in relation not only to possible future emergencies but also to the problems of peace. The things we did and endeavored to do and the lessons we learned need to be studied thoroughly and dispassionately both by agencies of the Government and by independent resources of scholarship." He requested that the Archivist consider the problem of how the study of this experience could be facilitated by the preparation of guides to the documentation of that experience and that he make recommendations as to the sorts of guides that ought to be prepared, who should undertake the preparation of them, how the work should be done, and how it might be financed.

¹ Read before the Annual Meeting of the Society of American Archivists, October 24, 1946.

The Archivist, and members of his staff whom he called upon for assistance, faced a problem that I promised a few minutes ago to state. I will attempt to do this briefly. The materials containing significant information about the Government's wartime experience are so extensive as almost to stagger the imagination. In the six years between the German invasion of Poland and the surrender of Japan, Government agencies created several million cubic feet of official records. Much of this great mass of materials was of transitory value only, of course, and has been or will be disposed of. Some of it was created as a result of activities that had no relation to the war and need not, for present purposes, be taken into consideration. But there remain about a million cubic feet believed to contain information of importance for an understanding of the United States in relation to World War II. This is the equivalent of the contents of some 165,000 four-drawer filing cabinets, or enough completely to fill the National Archives Building. Included in this mass of Government records, and adding to the complexity of the problem, are vast quantities of technical or special records in the form of motion pictures, aerial mapping film, still photographs, sound recordings, and maps and charts. The problem is made even more difficult by the complexity and kaleidoscopic character of the wartime governmental organization by which the records were created, and by the comprehensive nature of the activities in which the Government was engaged.

The Government's official records, using that term in the archival sense, constitute the best documentation of the Government's wartime experience, but they do not completely document it. There are other materials that must be examined by one who seeks all the information essential for an understanding of various aspects of the Government's activities. There are, for example, the publications of the Government itself. Some of these are archival in character, but many of them are not. Information about those printed by the Government Printing Office is readily obtainable, but many publications appeared from presses or from multilithing machines and the like all over the world, and complete and precise information about these is not at present obtainable. In addition, there are non-Government publications that significantly supplement the documentation that the Government itself has made. There are also materials created or acquired by our Allies, and by the international organizations in which the United States participated. And there are the records of enemy governments, some of which are now in the possession of the United States or its Allies.

The problem cannot be defined, however, solely in terms of the quantity, complexity, and character of these materials. It must be understood also in terms of the needs to be served by guides to these

materials. These needs are as varied as were the multitudinous activities of the Government during six years of war. Only a few of them can be suggested here. The first of these is the need of the Government itself to have ready access to information that it may find essential in seeking to prevent World War III or, if that cannot be done, in defending itself in that war. This need encompasses other needs. There is need not only for the Government itself to study the problems of wartime administration and of wartime operations, to know the failures as well as the successes and what were the reasons therefor; but there is need for studies to be undertaken by scholars detached from any official responsibility and representing non-governmental points of view. Such studies are essential in a democratic society. There is need to study the effect of the war on the American people and on their institutions and their economy. There is need to make use of the vast accumulations of scientific and technical knowledge that resulted from the employment by the Government during the war of the human and material research resources of the nation. These needs are the needs of the Government itself, of farmers and businessmen, of historians and social scientists, of chemists and physicists and natural scientists generally, of physicians, and of engineers and technicians of various sorts. In their totality, they are the manifold needs of the American people.

The problem then is how to provide, for a wide variety of potential uses, such guides to the masses of materials with which we are concerned that the information in them can be made readily available both to Government officials and to other persons who have proper interest in such information. This was the problem faced by the Archivist and members of his staff as they prepared the recommendations that the President requested. In order that as many points of view might be taken into consideration numerous conferences were held, with officials of the Library of Congress, the War, Navy and State Departments, the Bureau of the Budget, and other Government agencies and with representatives of the social and the natural sciences.

On July 29 the Archivist submitted his recommendations to the President. A few days later the President approved them and requested that work on the plan proposed by the Archivist begin at once. As a result of this action, there has been set up in the National Archives an operating unit known as the World War II Records Project, and work is now in progress. It is the purpose of this Project to implement the Archivist's plan by producing the guides described in his recommendations. (For those of you who may wish to read these recommendations in their entirety, multiplied copies are available.)

Now a brief outline of the plan. In general it provides for the preparation of a number of separate but closely interrelated guides at what

may be considered four levels of description. Specifically, they are a handbook, inventories, bibliographies and special lists, and what may be called a general or overall guide.

Preliminary to much of the other work of the Project will be the preparation of a handbook of Federal agencies of World War II and their records. This is not intended to be light reading for a summer afternoon. As its name indicates, it will be a reference book. It will be used by many a person who may well say to himself, for example, "Where, in all the mass of materials pertaining to World War II, can I find the documents that will inform me as to how and with what success the Government handled the problem of scarce strategic materials?" The handbook will provide information about each agency of the Government, its major units, and even subdivisions of those units. This information will be in the form of a concise administrative history with emphasis on functions, and a statement of where the records created in the performance of those functions are. To some it may appear that such a handbook is not a guide to records. In the National Archives, however, we have learned by experience that a knowledge of the history and the functions of agencies that created records is essential for an intelligent approach to the problem of finding information pertaining to any subject that is being investigated. By use of an index to the handbook it will be possible to identify the one or several administrative units of the Government that created records containing information of the character desired. From the handbook one can then proceed to more detailed information that the Project will provide in its other guides. This handbook is scheduled for publication within about a year.

At another level of description it is planned to produce descriptive inventories of the records of the war agencies and of the war-related records of other agencies. The units of description in these inventories will be a series or groups of series. The determination of units to be separately described and of the fullness of each description will be made in the light of such considerations as the importance of the records and the details of description needed to make their general content understandable. These inventories will serve the needs of an inquirer who has already determined by use of the handbook or otherwise that he wants to examine the records of a particular agency but needs guidance to the one or more series of interest to him that are among the several hundred series constituting the records of that agency.

The greater part of the materials with which the Project will deal do not need to be described in greater detail than that provided in descriptive inventories. Certain materials, however, are of such value or of such character that they will need to be listed as separate items. There will need to be compiled, for example, bibliographies of the

publications of a particular agency or bibliographies of selected publications pertaining to a particular aspect of the Government's wartime experience. Of such character also will be a list, for example, of all the Government's war histories, printed, processed, or existing only in manuscript. Other special lists may well itemize policy documents of the highest value or such unpublished reports as those on important scientific investigations.

As a culminating product of the Project, it is planned to prepare a one-volume overall guide to the documentation of the experience of the United States Government in World War II. It will be based largely on detailed information provided by the handbook, the inventories, the bibliographies, and the special lists that I have mentioned. But it will serve most of those who use it as an introduction to these more detailed descriptions. The information in it will be organized according to the various aspects of the Government's experience rather than according to the administrative hierarchy of the Government. Separate chapters, for example, are expected to deal with the documentation of the Government's experience in handling problems of food production and distribution, of labor relations and wage controls, of transportation and communication, of psychological warfare, and the like, rather than with the documentation of the activities of the War Food Administration, the National War Labor Board, the Office of Defense Transportation, the Office of War Information, and the many other agencies that were concerned with those wartime problems.

The preparation of the several guides—the handbook, the inventories, the bibliographies, the special lists, and the general guide—is not only a useful but obviously a difficult undertaking. It is believed that it can be completed within about four years with an average staff of some sixty people. The work can be done within that period of time and with that expenditure of manpower only if it is participated in by the several agencies of the Government that have custody of the materials to be described. The Project has been planned as a cooperative enterprise. The Project staff in the National Archives is primarily a planning, coordinating, and reviewing unit. It will itself be responsible for the preparation of copy for the handbook and for the general guide, but it will depend for much of the information it needs upon other agencies. It will prepare inventories and lists of some of the war-related records that have been transferred to the National Archives Building and inventories and lists of the remainder of such records will be prepared by other units of the National Archives. Other agencies, however, will prepare inventories and lists and bibliographies for materials in their custody, using either members of their staffs or members of the staff of the Project in the National Archives that have been detailed to them.

In the matter of planning as well as in the actual preparation of the several guides, the Project will need the cooperation and the advice of interested persons both in and outside the Government. For the work that has been planned there is not much recorded experience from which we can learn. I do not know of any enterprise of similiar character, on so extensive a scale, that has hitherto been undertaken anywhere. It is true that twenty years ago the Chairman of this Session, was responsible for the compilation of a book that bears the title, "Introduction to the American Official Sources for the Economic and Social History of the World War." And the National Archives, some ten years ago, made or sponsored the making of surveys of all the records of the Federal Government in and outside the District of Columbia. At about the same time the Historical Records Survey prepared inventories and other guides to State and county records throughout the United States. Knowledge of these undertakings, including that of participation in them, has been helpful in planning the work of the World War II Records Project and will be helpful also in carrying out the work that has been planned. But from no one of these, nor from all of them combined, can be gotten the answers to all the problems that this Project must solve. Many of the problems result from this fact chiefly: that the materials with which we must deal are for the most part modern records. With the problem of preparing guides for extensive bodies of modern records, most of which are filed according to some numeric or subject or subject-numeric classification scheme, no one has had much experience. What, for example, is an inventory? How can one prepare an inventory of 5,000 feet of the records of the Office of the Chief of Naval Operations that constitute one series and are filed according to the Navy Department's Filing Manual, which itself numbers several hundred pages? What principles shall be applied in identifying and listing documents of such significance that they need to be separately listed? What items from the thousands of books and articles pertaining to the war that have been published by commercial publishers should be included in our bibliographies? To what extent should an effort be made to describe, for the purposes of this Project, the records of the German High Command or of the German Foreign Office? What information about records not in the War and Navy Departments do the Army and the Navy want? What kinds of descriptions of records can be prepared that will serve best the needs of Government administrators generally? What do the economists want to enable them to study, for example, the effect of war upon price levels and wages? What do physicians want that will enable them to learn from the Government's experience how, let us say, to treat tropical diseases? What does the business man want to know from Government records that will be

of help to him and what guides can we devise that will make this knowledge available to him?

We shall need the help of many persons in our attempt to answer these questions and to provide guides that will meet the needs suggested by them. We intend to prepare, as pilot project work, samples of copy for the handbook and sample inventories and bibliographies and lists. We should like to submit them to persons who from their varied points of view can criticize them and help us to learn how best to serve their needs.

The several questions I have raised can be summed up in one question—What can this Project do that will provide for all potential users the most useful guides to the materials that significantly document the experience of our Government in World War II? I have attempted in this paper to outline a plan as we now see it. What do *you* think? That is the question with which I promised to end this paper.

SEA WATER AND INK

The captain insisted that the field desk containing the Detachment records must be crated and shipped as part of the Detachment impedimenta—that is, with the cook stoves, kitchen utensils, pyramidal tents, and the like. The first sergeant objected. Back in the States in the peace-time army, custom if not regulations decreed that the service records and other personnel papers went with the outfit when it moved. The personnel clerk, a “happy” pfc., was silent for he had learned in 13 months in the army—ten of them overseas under this first sergeant—that such an arrangement would place the field desk on his shoulders. He was under the impression that even one additional pound added to the staggering Aleutian equipment would bend him right over into the tundra. The captain had his way. Maybe he guessed.

At Adak Island, a scant 200 miles east of Kiska, a task force charged with seizing the important intervening island had been assembling since November 1942. At the edge of this forgotten frontier every essential of bare military existence had to be brought in. There were no surpluses, and there were many gaps in supplies. One of the shortages was of record ink, that permanent variety which regulations direct shall be used in service records and other important personnel papers. When this particular detachment exhausted its supply, the personnel clerk recalled the bottle of quite ordinary ink he had purchased in the post exchange back at Fort Ray or in the “dime” store at Sitka for letter writing. The captain agreed somewhat reluctantly that there was no choice but to violate regulations and use civilian ink. With new men coming in from the States to fill the complement, even a delay of a few days or weeks would throw involved record-keeping farther and hopelessly behind schedule.

On the day before the outfit went aboard ship to sail to the island being occupied, the personnel clerk put service records, Form 20's, 201-files (thin in this early day), officers' Forms 66-1, a copy of a pending courts-martial, the bottle of ink (wrapped in a pair of woolen socks), and a few other items into the field desk. The crate closed around it and was carried—for everything was carried over or dragged thru the muskey, the only satisfactory mechanized transportation being on the beach—to the ship. The next day the Detachment, as the whole task force, broke camp and embarked for its next operation.

On the 4th of February 1943, he remembered (personnel clerks learn to remember dates), they clamored down cargo nets, jumped to icy, bouncing Higgins-boats, and at last splashed thru Constantine Bay onto Amchitka Island. He remembered, too, the welcome offered by the enemy, the first shots he heard fired in anger, the bomb that missed, a little, the stern of the ship they had just left. But not until the next day were the Detachment records remembered. A search of the beach revealed wrecked barges, airplane parts, bull-dozers, frightened lieutenants, drums of oil, boxes of shoes, preening colonels, cans of Type "C", but not the Detachment records.

About dark a gang which had been catching oil-drums as they floated in on the tide and rolling them onto the beach found the field desk. The crate had been broken and the lock forced. The villain hoped, perhaps, to find valuables. Not finding any he left the field desk where the lapping water soaked all the papers.

The captain was in near panic and asked again and again what should be done if some were missing. The first sergeant looked an I-told-you-so-look down his nose. The personnel clerk said he'd stay up all night and dry them if the captain would okay a small sack of coal. By morning the service records were dry enough to count. They were, somewhat to the surprise of everyone, all there. A bit wrinkled and rather battered, but there. And the ink, even the ordinary civilian ink, had not run or washed away. It was there to stay, for the salt water apparently had impressed it into the paper. An entry could be altered only by crossing it out or cutting the paper. New entries seemed to be affected in the same way, whatever the ink used.

The captain was relieved, the first sergeant was more firmly convinced that the old-army ways were best, the personnel clerk was given more service records and another stripe to take care of.

The moral, if we must find one, is that salt water tends to be a preservative to paper and to seal in the acids in ink. Our friend, who volunteered this information, cautioned that re-exposure to moisture for several hours might cause the paper to disintegrate. We trust that this will not happen in St. Louis, nor in that distant day when the service records come to the National Archives.

FRED SHELLEY

The Library of Congress

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No. 26 Shipbuilding Policies of the War Production Board, January 1942 to November 1945. (Washington, 1947. Pp. x, 207.)

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ORIGINS OF WRITING

Beginning with picture writings and drawings on prehistoric cave walls and tracing the development of writing down to the present day, the new informational sound film "The 26 Old Characters" explains the origins of writing. The picture, 16-mm., two reels long and running approximately twenty minutes, is released to interested cultural groups free of charge. Sponsored by the W. A. Sheaffer Pen Co., it is distributed by the Jim Handy Organization, 2821 E. Grand Blvd., Detroit, Mich.

Writings on Archives and Manuscripts, July 1946-June 1947

By KARL L. TREVER and
MARY C. LETHBRIDGE

The National Archives
Washington, D.C.

THIS bibliography is the fifth compiled under the supervision of the Society's Committee on Archival Bibliography by Karl L. Trever and Mary C. Lethbridge of the National Archives staff. It assembles for convenient reference, in classified form, a record of the literature relating to archives and manuscripts that was issued during the period stated above. Some few items issued prior to July 1, 1946, are included, however, because they could not be entered in earlier compilations for one reason or another. Unpublished items, edited documents, publications in microfilm, library and historical reports devoting but a few lines to a recapitulation of manuscript accessions, and items appearing in news notes, unless unusually extensive or significant, are not included. A number of foreign titles and some domestic publications, issued prior to June 30, 1947, were received too late for inclusion, and will be noted in the next issue of the *Writings*.

The list of headings used in this bibliography is reproduced here for the convenience of the reader:

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I. GENERAL LITERATURE

1. BENJAMIN, MARY A. Autograph bibliography. *Collector*, 59: 201-204 (Oct., 1946); 60: 3-4, 98-99 (Jan., May, 1947).
2. CONFERENCE OF TEACHERS OF INTERNATIONAL LAW AND RELATED SUBJECTS, WASHINGTON, D.C., 8th. Report of the Committee on Publications. *Proceedings*, p. 118-126 (Apr., 1946). Includes recommendations that Department of State officials refrain from removing from the Department official records on the grounds that they are "personal papers."
3. EVANS, LUTHER H. Are the Morgenthau diaries private property? [Washington] 1947. 3 p. An address delivered over the CBS Network on Feb. 6, 1947.
4. FERGUSON, HOMER. Safeguarding of public records and papers. *Congressional record*, 93: 1017-1023 (Feb. 11, 1947). A speech, with accompanying debate, occasioned by the publicity given to the Morgenthau diary.
5. FRIIS, HERMAN R. Geographical (or place) names. *AMERICAN ARCHIVIST*, 10: 51-55 (Jan., 1947). Archivists will find useful works on American place names listed here.
6. NORTON, MARGARET C. Organizing a new State archives department. *Illinois libraries*, 28: 496-503 (Dec., 1946).
7. NORTON, MARGARET C. What does an archivist do? *Illinois libraries*, 29: 211-220 (May, 1947).
8. SCHILLER, IRVING P. A program for the management of business records. Business Historical Society, *Bulletin*, 21: 44-48 (Apr., 1947).
9. SCHLESINGER, ARTHUR M., JR. Washington's missing-papers mystery. *Saturday evening post*, 220: 28, 123-124 (July 12, 1947).
10. SOCIETY OF AMERICAN ARCHIVISTS. COMMITTEE ON ARCHIVAL LEGISLATION. Model bill for a State archives department. *AMERICAN ARCHIVIST*, 10: 47-49 (Jan., 1947). Presented as a useful basis for consideration of items to be taken into account in drafting an act rather than as a piece of recommended uniform legislation suitable for adoption by all states.
11. STORM, COLTON, and HOWARD H. PECKHAM. Invitation to book collecting, its pleasures and practices, with kindred discussions of manuscripts, maps, and prints. New York, 1947, 281 p. Manuscripts (including archives), historical prints, and maps are discussed on p. 114-164.
12. U.S. NATIONAL ARCHIVES. OPEN CONFERENCE ON ADMINISTRATION. Traditional functions of archival establishments. *Illinois libraries*, 29: 164-166 (Apr., 1947). Publication of an internal document of the National Archives entitled "Minutes of the Open Conference on Administration" for January 15, 1945.

13. WARD, ROSWELL. What shall we do with grandfather's letters? University of Rochester Library, *Bulletin*, 2: 41-47 (June, 1947). The author discusses several questions raised by the owners of family papers when they are asked to deposit their holdings with a library or other repository.
14. WEST, CLARENCE J. Books on paper. *AMERICAN ARCHIVIST*, 10: 187-188 (Apr., 1947). A selected list of works dealing with the nature and production of paper.
15. WRITINGS on archives and manuscripts, July, 1945-June, 1946. *AMERICAN ARCHIVIST*, 9: 347-367 (Oct., 1946).

II. FILING TECHNIQUES AND ADMINISTRATION OF CURRENT RECORDS

16. AUSTRALIA. NATIONAL LIBRARY ARCHIVAL AUTHORITY. Records administration; the importance of archives in public administration. [Canberra, 1946] 4 p.
17. AVERY, VERA, and FREIDA KRAINES. What is records administration? *Office economist*, vol. 28, no. 4, p. 4-5 (1946).
18. CHATFIELD, HELEN L. The treatment of subject matter. *Filing bulletin*, 15: 25-29 (Dec., 1946). A discussion of the nature of subject matter in records and the prevailing systems of controlling it, with suggestions as to improved methods of control.
19. DE WOLFE, M. W. Open shelf filing proves practical. National Office Management Association, *Forum*, 21: 8-13 (Nov., 1946). Describes the filing system used by the Federal Intermediate Credit Bank, Springfield, Mass.
20. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D.C. Administrative reference service in relation to records administration programs. [Washington, 1947] 18 p. A panel discussion in which Helen L. Chatfield, Linwood E. Donaldson, Olga V. Paul, and M. V. Wenzel participated.
21. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D.C. The organization and arrangement of current records. [Washington, 1946] 11 p. A panel discussion in which Esther Hoffman, Maie Hardy, James Dobson, and Marion Nevit participated.
22. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D.C. Organizing the Federal Government for records administration. [Washington] 1946. 18 p. A panel discussion in which E. S. Wilbur, Dan Lacy, Olive R. Surgen, and Herbert E. Angel participated.
23. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D.C. Report of tenth meeting. [Washington] 1946. 6 p. Consists of two addresses: "Management takes a look at records administration in Government reconversion" by Robert L. McKeever, and "The role of records management in public administration" by Fritz Morstein Marx.
24. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D.C. The uses and management of statistical records. [Washington] 1946. 16 p. A panel discussion in which Morris Ullman, Albert Eisenstat, Paul Lewinson, and Harold Rowe participated.
25. KAISER, JULIUS B. Myopia in filing. *Office management and equipment*, 8: 45-46, 72-73, 78 (Jan., 1947). The archivist of Standard Brands, Inc., states the need for better records administration in business.
26. McDOWELL, WALTER M. Getting things done! *AMERICAN ARCHIVIST*, 9:

- 323-329 (Oct., 1946). An account of the work of the Records Analysis and Installation Department of Remington Rand, Inc., in installing and reorganizing file and record systems in commercial, industrial, and governmental organizations.
27. MORRISON, ALFRED. Filing justices' dockets. *Town clerks topics*, vol. 5, no. 9, p. 4 (Sept., 1946).
 28. NEUMAIER, RICHARD. The functions of forms control. *Office*, vol. 26, no. 6, p. 40-41 (Dec., 1946).
 29. PEAKE, GEORGE W. About tickler files. *Office management and equipment*, 7: 47-48 (Nov., 1946).
 30. PEOPLES, SARA G. Filing in a bank. *Filing bulletin*, 15: 64 (Apr., 1947). Also published in the Federal Reserve Bank of Philadelphia magazine, *The 3-C*, in June, 1946.
 31. RIPNEN, KENNETH H. Design for file room living. *Office management and equipment*, vol. 8, no. 3, p. 44-46 (Mar., 1947).
 32. SOCIETY OF AMERICAN ARCHIVISTS. COMMITTEE ON LOCAL RECORDS. Manual for local recording officers. [Hartford] 1946. 65 p. A draft manual submitted to the Council for discussion purposes.
 33. SPEAR, JOHN. The application of motion economy to a filing system. *Filing bulletin*, 15: 17-23 (Nov., 1946). Reprinted in *Illinois libraries*, 29: 133-137 (Mar., 1947).
 34. TAYLOR, DOROTHY K. The records of the Denver and Rio Grande Western Railroad. *AMERICAN ARCHIVIST*, 10: 173-181 (Apr., 1947). Places special emphasis on activities of the Records Office in the revision of current filing systems and in use of microfilm in the reduction of bulk of retained records.
 35. TONNE, HERBERT A. The organization and management of records. *Filing bulletin*, 15: 6-8 (Sept., 1946). A discussion of the pros and cons of centralized filing.
 36. U.S. NATIONAL ARCHIVES. OPEN CONFERENCE ON ADMINISTRATION. The extent to which an archival agency should concern itself with the administration of current records. *Illinois libraries*, 29: 167-172 (Apr., 1947). Publication of an internal document of the National Archives entitled "Minutes of Open Conference on Administration" for April 23, 1945.
 37. VAN SCHREEVEN, WILLIAM J. How to handle municipal records. *Public management*, vol. 29, no. 3, p. 66-69 (Mar., 1947).
 38. WEEKS, BERTHA M. The importance of filing and the file clerk. *Illinois libraries*, 28: 434-436 (Oct., 1946).
 39. WELCH, IDA. Central control to cure filing troubles. *Filing bulletin*, 15: 1-4 (Sept., 1946). Proposes a scheme of centralized control of decentralized filing operations.
- See also No. 70, 75, 126, 128, 130-138.

III. HISTORY, ORGANIZATION, AND CURRENT ACTIVITIES OF ARCHIVAL AGENCIES, MANUSCRIPT DEPOSITORIES, AND RELATED ORGANIZATIONS

A. United States in General and Federal Government

40. AMERICAN LIBRARY ASSOCIATION. COMMITTEE ON ARCHIVES AND LIBRARIES. Annual report, 1945/46. *ALA Bulletin*, 40: 360 (Oct. 15, 1946). For pro-

- ceedings of the Buffalo meeting of the Committee, see p. 92 of the proceedings section of the Sept. 15, 1946, issue of the *Bulletin*.
41. BAHMER, ROBERT H. The tenth annual meeting of the Society of American Archivists. *AMERICAN ARCHIVIST*, 10: 3-8 (Jan., 1947).
42. BROOKS, PHILIP C. The first decade of the Society of American Archivists. *AMERICAN ARCHIVIST*, 10: 115-128 (Apr., 1947).
43. BUCK, SOLON J. National Archives. *Americana annual; an encyclopedia of events of 1946*. New York, 1947, p. 468. A similar article was published in *Collier's yearbook* for 1947, p. 35.
44. BUCK, SOLON J. The National Archives—your public records office. *Young democrat*, 2: 20 (Dec., 1946).
45. BUCK, SOLON J. Our public record office. *Washington news digest*, 5: 6-8 (Feb., 1947).
46. IRVINE, DALLAS. The archives office of the War Department: repository of captured Confederate archives, 1865-1881. *Military affairs*, 10: 93-111 (spring, 1946).
47. KILBURN, CLARENCE E. The National Archives. *Congressional record*, 93: A2257-A2259 (May 7, 1947).
48. LEJOUR, E. L'administration des Archives Nationales à Washington. *Archives, bibliothèques, et musées de Belgique*, 18: 1-9 (1947). Traces the organizational structure of the National Archives up to July, 1944.
49. LOKKE, CARL L. The captured Confederate records under Francis Lieber. *AMERICAN ARCHIVIST*, 9: 277-319 (Oct., 1946).
50. SHORT, DEWEY. Office of Selective Service Records. *Congressional record*, 93: 2809-2811 (Mar. 27, 1947).
51. SOCIETY OF AMERICAN ARCHIVISTS. Reports for the year 1945-46. *AMERICAN ARCHIVIST*, 10: 71-92 (Jan., 1947).
52. U.S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriation bill for 1948. Hearings . . . 80-1. Washington, 1947. Vol. 1 includes hearings on the National Archives, p. 1408-1469; data on classification of positions at the National Archives, p. 1160-1162.
53. U.S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Legislative branch appropriation bill for 1948. Hearings . . . 80-1. Washington, 1947. 580 p. These hearings are largely concerned with the activities of the Library of Congress, some phases of which deal with matters of interest to archivists.
54. U.S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Second deficiency appropriation bill for 1947. Hearings . . . 80-1. Washington, 1947. 369 p. Hearings on the National Archives appear on p. 83-89, and 225-230.
55. U.S. CONGRESS. SENATE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriation bill for 1948. Hearings . . . 80-1. Washington, 1947. 422 p. Hearings on the National Archives are found on p. 226-252.
56. U.S. LIBRARY OF CONGRESS. POLICY PLANNING COMMITTEE. Report. Washington, 1947. 14 p. Published also as an appendix to the Library's *Information bulletin* of May 13-19, 1947, this final report includes some statements of considerable interest.
57. U.S. NATIONAL ARCHIVES. Annual report of the archivist of the United States for the fiscal year ending June 30, 1946. Washington, 1947. 99 p.

58. U.S. NATIONAL ARCHIVES. Annual report of the archivist of the United States as to the Franklin D. Roosevelt Library, Hyde Park, New York, for the fiscal year ending June 30, 1946. Washington, 1947. 14 p.
59. U.S. NATIONAL ARCHIVES. The National Archives—What it is and what it does. [Washington] 1947. 6 p.

See also No. 22-23, 36, 128, 142, 148, 167, 232, 234-235, 239, 252, 254.

B. State and Local

60. BEESON, LEWIS. The Michigan Historical Commission. *Michigan history*, 31: 21-25 (Mar., 1947). A discussion of present activities, plans for the future, and a plea for an augmented staff to cope with the historical needs of the State.
61. BRINTON, ELLEN S. The Swarthmore College Peace Collection. *AMERICAN ARCHIVIST*, 10: 35-39 (Jan., 1947).
62. COLORADO. STATE HISTORICAL SOCIETY. Annual report, 1946. *Colorado magazine*, 24: 1-8 (Jan., 1947). Pages 7-8 are devoted to a statement of the activities of the Archives Division.
63. COREY, ALBERT B. Records obligations of local government officers. *Town clerks topics*, vol. 5, no. 10, p. 1, 4 (Oct., 1946). The state historian discusses the relationship between the Division of Archives and History of the New York State Education Department and local government record offices.
64. CORNELL UNIVERSITY. COLLECTION OF REGIONAL HISTORY. Report of the curator, 1945-1946. [Ithaca, 1947] 53 p. Includes a description of the year's accessions.
65. CRITTENDEN, CHRISTOPHER. The North Carolina State Department of Archives and History, and its manuscript collections. *National Genealogical Society, Quarterly*, 34: [1]-3 (Mar., 1946).
66. DELAWARE. PUBLIC ARCHIVES COMMISSION. Annual report, 1945/46. Dover, 1946. 56 p. Through an oversight the 1944/45 report of this agency was not listed in the last issue of the *Writings*.
67. EBELING, VIRGINIA. Functions of an historical library. *West Virginia history*, 8: 334-342 (Apr., 1947). Includes a discussion of the preservation of State and local records as a function of historical agencies, with special reference to the West Virginia State Department of Archives and History.
68. EDDY, HENRY H. The proposed New York State Records Office. *New York history*, 27: 341-351 (July, 1946). The author traces the history of archival work in the State and presents a plan of action designed to meet the records needs of the State.
69. HARVARD UNIVERSITY. The Harvard university archives; a pamphlet prepared for the information of officers of instruction and administration. 3d ed. [Cambridge] 1947. 10 p. Provides for a system of retirement of records and discusses various phases of University archival administration.
70. IOWA. STATE DEPARTMENT OF HISTORY AND ARCHIVES. Biennial report, 1944/46. Des Moines, 1946. 76 p. Emphasizes the need for closer integration of activities of the Archives Division with records management in State agencies and presents a plea for a new archives building.
71. JACOBS, JOHN H. Keeping archives widens library's community services.

- Library journal*, 72: 950 (June 15, 1947). Describes the creation of a Department of Archives in the New Orleans Public Library, resulting from the transfer of city archives to the library.
72. MARGARET C. NORTON—a tribute. *Illinois libraries*, 29: 163-164 (Apr., 1947). A tribute published in honor of Miss Norton's twenty-fifth anniversary as archivist of Illinois.
 73. MARYLAND. HALL OF RECORDS. Annual report, 1945/46. Annapolis, 1946. 40 p.
 74. MARYLAND. HALL OF RECORDS. First to fourth annual reports of the archivist, fiscal years October 1, 1935, through September 30, 1939. Annapolis, 1947. 52 p. A compilation based on the manuscript reports of the archivist for the years involved, the minutes of the Hall of Records Commission, certain papers of the Governor, and the scrapbook of the Hall of Records.
 75. NEW YORK (STATE) TEMPORARY STATE COMMISSION ON COORDINATION OF STATE ACTIVITIES. Interim report, March 6, 1947. Albany, 1947. 75 p. (*Legislative document*, 1947, no. 54.) This, the first report of the Commission, is devoted to an examination of the role of the State Education Department in the management of State records. The Commission recommends that this function be removed from the Education Department and that a Division of Records Administration be created in the Executive Department.
 76. OREGON. STATE LIBRARY. ARCHIVES DIVISION. Biennial report, 1944/46. Salem, 1947. 8 p.
 77. PENNSYLVANIA. HISTORICAL AND MUSEUM COMMISSION. Conserving Pennsylvania's historical heritage. Harrisburg, 1947. 64 p. The work of the Archives Division is mentioned on p. 47-50.
 78. ROBINTON, HERMANN F. The solution of your records problem. *Town clerks topics*, vol. 4, no. 10, p. 1, 4 (Oct., 1945). A proposal for county records depositories in New York State. See the Oct., 1946 issue for his "And more about records," reprinted from *American city* for Sept., 1946.
 79. SHIPTON, CLIFFORD K. The Harvard University Archives: goal and function. *Harvard library bulletin*, 1: 101-108 (Winter, 1947).
 80. VERMONT. PUBLIC RECORDS COMMISSION. Report, 1945/46. Montpelier, 1947. 27 p. Includes reproduction of plans for a proposed record and library annex to the Supreme Court Building, and Henry H. Eddy's "Report on the condition of the records which went through the fire at the Vermont Arsenal, Montpelier, August 31, 1945."
 81. VIRGINIA. UNIVERSITY. LIBRARY. Annual report on historical collections, 1944-45. [Charlottesville] 1945. 58 p. The introductory essay by Lester J. Cappon, p. 1-14, deals with the four parties interested in the collection of historical materials. Additions to the Library's manuscript collections for the year are itemized, p. 17-42.
See also No. 149, 198, 247-248.

C. Foreign Countries

82. AGUILAR, GUSTAVO F. El funcionamiento de los Archivos de Hacienda; sueldo suplementario de los archivistas. *Hacienda en marcha*, vol. 1, no. 3, p. 37-39 (May, 1946).

83. AUSTRALIA. NATIONAL LIBRARY ARCHIVAL AUTHORITY. Annual report, December, 1945. [Canberra] 1946. 3 p.
84. AUSTRALIA. NATIONAL LIBRARY ARCHIVAL AUTHORITY. Annual report, December, 1946. [Canberra] 1947. 8, 7 p.
85. BASEL. SCHWEIZERISCHE WIRTSCHAFTSARCHIV. Bericht 36. des Schweizerischen Wirtschaftsarchivs in Basel für das Jahr 1946. [Basel] 1947. 19 p.
86. BRITISH RECORDS ASSOCIATION. British records after the war, being a summary of reports and memoranda prepared for the Council. London, 1945. 6 p. Develops the idea of a National Register of Archives (now in process of compilation) which would locate and identify significant holdings of public and private archives throughout England.
87. BRITISH RECORDS ASSOCIATION. Fourteenth report of Council, accounts, and list of members for the year ending 30 September 1946. London, 1946. 34 p.
88. BRITISH RECORDS ASSOCIATION. Proceedings, no. 10. London, 1945. 21 p. Topics discussed at the 13th annual meeting included records publication, training of archivists, the need for an archives repairing center, and the National Register of Archives.
89. CANADA. PUBLIC ARCHIVES. Report for the year 1946. Ottawa, 1946. iii-xxix, 262 p.
90. CASTELO DE ZAVALA, MARIA. El Archivo Nacional del Perú. *Revista de historia de America*, 20: 371-386 (Dec., 1945).
91. CHILE. ARCHIVO NACIONAL. Antecedentes de su fundacion y resena de labor realizada desde 1927 a 1945. Santiago, 1946. 172 p. Includes a historical résumé of archival developments in Chile before the establishment of the Archivo Nacional in 1927 and reports of the work accomplished by that agency in each year thereafter. Brief descriptions of the principal collections and a bibliography of publications by or about the Archivo and its predecessors are also presented.
92. CHRONIQUE des archives. *Archives, bibliothèques, et musées de Belgique*, 18: 47-54 (1947). A summary of current archival developments in Belgium and abroad. This particular section contains a note by M. M. Battistini on Italian archives during the war.
93. FINK, KARL A. Das Vatikanische Archiv. Rome, 1943. 153 p.
94. DUMMER, E. HEYSE. Cardinal Franz Ehrle; in commemoration of a double anniversary. *Library quarterly*, 16: 335-340 (Oct., 1946). Cardinal Ehrle was director of the Vatican Library and gained renown as administrator, bibliographer, and cataloger of manuscripts.
95. GERMANY (TERRITORY UNDER U.S. OCCUPATION, 1945-). MILITARY GOVERNMENT FOR BAVARIA. Post-war status of archives, libraries, museums in Land Bayern. Munich, 1946. 48 p. This report is the result of a survey made during the period April-June 1945 by Dr. Harold Clem of the Monuments, Fine Arts, and Archives Section. Dr. Clem and others made monthly reports on the condition of archives and libraries in the several Land under American control. Similar reports were made by the Offenbach Archival Depot. Since these reports are not generally available, they are not listed here.
96. GREAT BRITAIN. PUBLIC RECORD OFFICE. Annual report of the Deputy Keeper, 1946. [London, 1947] 12 p. Reports issued 1929-1946 have been received at the Library of the National Archives in Washington.

97. GREAT BRITAIN. PUBLIC RECORD OFFICE. MASTER OF THE ROLLS' ARCHIVES COMMITTEE. Proposals for the control of English archives. London, 1946. 6 p. Recommends the establishment of a National Archives Council under the Public Record Office.
98. HERNÁNDEZ, AGUSTÍN. El Archivo Historico de Hacienda. *Hacienda en marcha*, vol. 1, no. 3, p. 13-15 (May, 1946).
99. HILL, ROSCOE R. Archives [of Latin America]. *Handbook of Latin American studies: 1943*. No. 9. Cambridge, 1947. p. 57-71.
100. INDIA. HISTORICAL RECORDS COMMISSION. Preceedings of meetings, 22nd, 1945. New Delhi, 1946. 173 p.
101. INDIAN archives. Vol. 1, no. 1 (Jan. 1947). 96 p. The first issue of a new quarterly published by the Imperial Record Department, Government of India.
102. McCLUNG, HELEN A. Department of Public Records and Archives of Ontario. *AMERICAN ARCHIVIST*, 10: 184-186 (Apr., 1947).
103. MADRAS (PRESIDENCY) RECORD OFFICE. Administration report, 1945/46. Madras, 1946. 8 p. The report for 1945, also received in this country during 1946, summarizes the activities of the two preceding years.
104. MEXICO. ARCHIVO GENERAL. Reglamento del Archivo General de la Nacion. Archivo General, *Boletín*, 17: 443-457 (July-Sept., 1946).
105. MEXICO. ARCHIVO GENERAL. Sintesis de los trabajos desempenados durante el periodo comprendido del 19 de Septiembre de 1945 al 31 de Agosto de 1946. Archivo General, *Boletín*, 17: 575-581 (Oct.-Dec., 1946).
106. NETHERLANDS. RIJKSARCHIEF. Verslagen omtrent 's rijks oude archieven, 1942. S'Gravenhage, 1944. 102 p. This report and the reports for the years 1940 and 1941 were recently received by the National Archives in Washington.
107. NETHERLANDS. RIJKSARCHIEF IN LIMBURG, *Maastricht*. [Verslagen] 1944. Maastricht [1945] 8 p. The National Archives in Washington has received the annual reports from this institution for the years 1939-1944.
108. NOVA SCOTIA. PUBLIC ARCHIVES. Report of the Board of Trustees, 1945/46. Halifax, 1947. 51 p.
109. ROUSSEAU, FELIX. Allocution lors de réunion du 24 Juin 1945. *Archives, bibliothèques, et musées de Belgique*, 17: 14-21 (1940-1946). An address by the president of the Archivists Section of the Association of Belgian Archivists, Librarians and Museum Curators.
110. SASKATCHEWAN. ARCHIVES. First report of the Saskatchewan Archives, for the period April 1, 1945, to May 31, 1946. Regina, 1946. 36 p.
111. SCHWAB, FEDERICO. El Archivo Historico del Ministerio de Hacienda y Comercio del Peru. *Revista de historia de América*, 21: 29-44 (June, 1946).
112. SOMERSET, ENG., COUNTY COUNCIL. COUNTY RECORDS COMMITTEE. Report, 10th December, 1946. [Somerset, 1947] 2 p.
113. VAN EEDEN, W. Het Algemeen Rijksarchief en het Scandinavische archiefwezen. *Nederlandsch archievenblad*, 49: 93-96 (1941-2).
114. VENEZUELA. LAWS, STATUTES, etc. Ley de Archivos Nacionales. Archivo Nacional, *Boletín*, 33: 62-64 (1945).
115. WALES. NATIONAL LIBRARY, Aberystwyth. Annual report, 1945-46. Aberystwyth,

1946. 46 p. The report for 1944/45 was also received in this country during the year.

116. The WORK and aims of the National Register of Archives. John Rylands Library, *Bulletin*, 30: 175-184 (Oct., 1946).
117. ZÜRICH (CANTON) STAATSARCHIV. Jahrsbericht, 1945. Zürich, [1946?] 5 p. See also No. 16, 126-127, 129, 141, 146-147, 151, 203, 206, 243-244, 249-251, 253, 255.

D. International Organizations

118. BUCK, SOLON J. The archivist's "One World." *AMERICAN ARCHIVIST*, 10: 9-24 (Jan., 1947). Also available as a reprint from the National Archives. The author analyzes problems of documentation on the national and international level that call for the establishment of (1) an agency for the administration of the rapidly growing body of international archives; and (2) an international association of archivists.
119. CLAUS, ROBERT. The United Nations Archives. *AMERICAN ARCHIVIST*, 10: 129-132 (Apr., 1947).
120. DOUGALL, RICHARDSON. The archives and documents of the Preparatory Commission of the United Nations. *AMERICAN ARCHIVIST*, 10: 25-34 (Jan., 1947). Describes the organization of the Commission, its executive committee, and the archives in relation to each.
121. U.S. NATIONAL ARCHIVES. Proposal for the establishment of a United Nations Archives. [Washington] 1945. 8 p.
122. U.S. NATIONAL ARCHIVES. A proposed archives program for the United Nations Educational, Scientific, and Cultural Organization. [Washington] 1946. 5 p.

IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

123. BURNS, R. L. New Dunwoodie Library and Archives: the Archbishop Corrigan Library and the Patrick and Mary McGovern Archives and Museum. *Homiletic and pastoral review*, 46: 995-1001 (Sept., 1946). Describes a proposed library and archives for the Archdiocese of New York.
124. [SPENCE, THOMAS H.] The Foundation's new home. *Historical foundation news*, vol. 3, no. 1, pp. 1, 3 (Jan. 1, 1947). A brief description, with drawings, of the proposed library and archives building for the Historical Foundation of the Presbyterian and Reformed Churches at Montreat, North Carolina. Reprinted in part in the *AMERICAN ARCHIVIST*, 10: 208-209 (Apr., 1947).
125. NEAIDENGARD, R. C. Westinghouse archives building. *Office*, 24: 74-78 (Sept., 1946).

See also No. 70, 80.

V. APPRAISAL, ACCESSIONING, AND DISPOSAL OF RECORDS AND HISTORICAL MANUSCRIPTS

126. AUSTRALIA. NATIONAL LIBRARY ARCHIVAL AUTHORITY. Archival summary and guide for the Postmaster General's Department, including a general schedule relating to classes of records which must be preserved and to classes

which may be destroyed . . . to be effective as from 1st February, 1947. [Canberra] 1947. 39, 17 p.

127. BRITISH RECORDS ASSOCIATION. Accumulations in solicitors' offices: methods used by the Records' Preservation Section. London, 1946. 2 p. (*Memorandum* no. 8).
128. GONDOS, VICTOR. Retirement of Federal war records. *AMERICAN ARCHIVIST*, 9: 198-213 (July, 1946). An account of the records retirement programs, existing and projected, as of November, 1945, in all agencies of the Federal Government.
129. GREAT BRITAIN. WAR OFFICE. Disposal of records of War Office branches, pay offices, record offices, and other large military offices at home and abroad. London, 1945. 12 p.
130. KAISER, JULIUS B. The commercial archivist aids the controller. *Journal of accountancy*, 83: 304-307 (Apr., 1947).
131. KAISER, JULIUS B. Retention of business records. *Conference board business record*, 4: 12-14 (Jan., 1947).
132. KRAINES, FREIDA. A records destruction program. *Office management and equipment*, 7: 82-85, 112A-112B (Sept., 1946). Describes the program of the Chicago Park District.
133. McWILLIAM, EDITH. When transfer time rolls 'round. *Filing bulletin*, 15: 62-63 (Apr., 1947). Reprinted from *Office management and equipment*. The author is files supervisor for Schenley Distillers.
134. U.S. CIVIL AERONAUTICS BOARD. Rules and regulations: accounts, records, and reports. *Federal register*, 12: 3311-3314 (May 23, 1947). Itemizes some 56 categories of records of commercial air carriers and prescribes rules for their creation, preservation, and disposal.
- 134A. U.S. NATIONAL ARCHIVES. How to dispose of records; a manual for Federal officials. Rev. ed. Washington, 1946. 52 p.
135. U.S. TENNESSEE VALLEY AUTHORITY. Records program of the Tennessee Valley Authority. Knoxville, 1947. 91 p. A revision of the edition of 1943.
136. U.S. TREASURY DEPARTMENT. Retirement and disposition of records. Washington, 1946. Looseleaf.
137. WEBER, BERNERD C. The records program in the Western Regional Division of the Office of Price Administration. *Pacific historical review*, 15: 435-437 (Dec., 1946).
138. WEEKS, BERTHA M. Transfer and retention of records. *Office management and equipment*, vol. 8, no. 6, pp. 37-38, 70-73 (June, 1947).
139. WELCH, IDA. Transferred files—how to take care of them. *Filing bulletin*, 15: 16 (Oct., 1946). Previously printed in *American business*, 15: 16-17 (Oct., 1945).

See also No. 81, 88, 216, 245.

VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

140. BRITISH RECORDS ASSOCIATION. RECORDS PRESERVATION SECTION. Report for the year ending 30 September, 1946. London, 1946. 5 p.
141. BRITISH RECORDS ASSOCIATION. TECHNICAL SECTION. Bulletin no. 16. London,

1946. 47 p. Consists of 7 articles on the care and preservation of records reprinted from *Bulletins* nos. 1-15.
142. CAMPBELL, EDWARD G. Saving the Custer muster rolls. *Military affairs*, 10: 49-57 (summer, 1946). Describes the flattening, lamination, and binding of these records in the National Archives.
 143. CHAKRAVORTI, S. Vacuum fumigation, a new technique of preserving records. *Science and culture*, 11: 77-81 (1943-1944). The author, a member of the staff of the Imperial Record Department at New Delhi, India, was an intern at the National Archives during 1946-1947.
 144. EVANS, D. L. The lamination process—a British view. *AMERICAN ARCHIVIST*, 9: 320-322 (Oct., 1946). An excerpt from Evans' review of Adelaide Minogue's *Repair and preservation of records*, the original review having been printed in *Bulletin* no. 8 of the Technical Section of the British Records Association.
 145. FRECK, S. G. How the United Nations guards records from fire. *Office*, vol. 24, no. 6, 37-39 (Dec., 1946).
 146. HERNÁNDEZ, AGUSTÍN. Restauración de documentos históricos. *Hacienda en marcha*, vol. 1, no. 1, p. 15-17 (Mar., 1946). Describes the procedures followed in the Archivo Historico de Hacienda in Mexico.
 147. IAMS, THOMAS M. Preservation of rare books and manuscripts in the Huntington Library. *Indian archives*, 1: 31-40 (Jan., 1947). Reprinted from the October, 1932 issue of the *Library quarterly*.
 148. KENT, JOHN L. Preserving the Nation's records. *Office*, vol. 25, no. 4, p. 40-42, 46 (Apr., 1947). A reprinting, with some excisions, of an article published in *Federal science progress* for April, 1947. It describes the practices of the National Archives.
 149. NORTON, MARGARET C. Whose fault? An editorial. *American archivist*, 9: 195-197 (July, 1946).
 150. SCHNEIDER, ALBERT H. Some practical suggestions regarding specifications for rebinding public records. *AMERICAN ARCHIVIST*, 9: 226-228 (July, 1946).
 151. SKORDAS, GUST. The parchment stretcher at the Maryland Hall of Records. *AMERICAN ARCHIVIST*, 9: 330-332 (Oct., 1946).
- See also No. 80.

VII. ARRANGEMENT AND DESCRIPTION OF RECORDS AND HISTORICAL MANUSCRIPTS INCLUDING PUBLISHED FINDING AIDS

A. United States in General and Federal Government

152. BURR, NELSON R. The papers of William Allen White. Library of Congress, *Quarterly journal of current acquisitions*, 4: 10-14 (Nov., 1946).
153. BUTLER, HUGH. Material turned over to the National Archives by the Committee on Public Lands. *Congressional record*, 93: 1830 (Mar. 7, 1947).
154. CARRERA STAMPA, MANUEL. Mapas y planos relativos a Mexico en The National Archives of the United States of America (1776-1849). *Revista Ibero-americana*, 12: 153-198 (Feb., 1947). Compiled while the author was an intern in the National Archives.
155. EVANS, LUTHER H. Texana in the Nation's Capital. *Southwestern historical quarterly*, 50: 220-235 (Oct., 1946). Describes the Texas Centennial exhibi-

tion of the Library of Congress and mentions holdings of the National Archives on p. 232-235.

156. GRIFFIN, GRACE G. A guide to manuscripts relating to American history in British depositories reproduced for the Division of Manuscripts of the Library of Congress. Washington, 1946. 313 p.
157. KAHN, HERMAN. Records in the National Archives relating to the range cattle industry, 1865-1895. *Agricultural history*, 20: 187-190 (July, 1946).
158. LEWINSON, PAUL. A guide to documents in the National Archives for Negro studies. Washington, 1947. x, 28 p. (American Council of Learned Societies. Committee on Negro Studies. *Publications* no. 1).
159. LOUNSBURY, RALPH G. Materials in the National Archives for the history of New Mexico before 1848. *New Mexico historical review*, 21: 247-256 (July, 1946). Written in 1940, this paper does not cover additions to the archives since that date.
160. PINKETT, HAROLD T. Records of research units of the United States Forest Service in the National Archives. *Journal of forestry*, 45: 272-275 (Apr., 1947).
161. RUBINCAM, MILTON. Charles J. Wister's weather reports in the National Archives. *Pennsylvanian*, 4: 5 (Sept., 1946).
162. THURBER, EVANGELINE. The 1890 census records of veterans of the Union Army. National Genealogical Society, *Quarterly*, 34: 7-9 (Mar., 1946).
163. U.S. LIBRARY OF CONGRESS. Tennessee's sesquicentennial exhibition held at the Library of Congress, Washington, D.C., June 1, 1946-October 21, 1946. Washington, 1946. This exhibit included a number of archival items borrowed from the National Archives.
164. U.S. NATIONAL ARCHIVES. Handbook of Federal World War II agencies and their records (sample entries). [Washington] 1947. 238 p.
165. [See No. 134A]
166. U.S. NATIONAL ARCHIVES. Inventory of the records of the Rubber Survey Committee. Washington, 1947. 21 p. Compiled by Philip Brower.
167. U.S. NATIONAL ARCHIVES. National Archives accessions, nos. 26-29. [Washington] 1946-1947.
168. U.S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Bureau of Refugees, Freedmen, and Abandoned Lands. Compiled by Elizabeth Bethel, Sara Dunlap, and Lucille Pendell. [Washington] 1946. 64 p. This document and all other preliminary checklists included in the *Writings* are not considered by the National Archives as publications, since they are compiled primarily for internal use in that agency. "A few copies have been reproduced in multilithed form . . . for limited distribution."
169. U.S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Headquarters of the Army, 1825-1903. Compiled by Jerome Thomases. [Washington] 1946. 12 p.
170. U.S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Military Government of Cuba, 1899-1903. Compiled by Margareth Jorgensen. [Washington] 1946. 52 p.

171. U.S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Office of the Inspector General, 1814-1939. Compiled by Richard Giroux. [Washington] 1946. 5 p.
172. U.S. NATIONAL ARCHIVES. Preliminary checklist of records of the Soil Conservation Service, 1928-1943. Compiled by Guy A. Lee and Freeland F. Penney. [Washington] 1947. 45 p.
173. U.S. NATIONAL ARCHIVES. Preliminary checklist of the records of the United States Marine Corps, 1798-1944. Compiled by Fred G. Halley. [Washington] 1946. 21 p.
174. U.S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Wage and Hour Division of the Department of Labor, 1938-1942. Compiled by Ernst St. Aubin, student in the class American University in the preservation and administration of archives under the supervision of G. Philip Bauer, Division of Labor Department Archives. [Washington] 1946. 6 p.
175. U.S. NATIONAL ARCHIVES. Project for the preparation of guides to the documentation of the experience of the United States Government in World War II. [Washington] 1946. 11 p. Not a publication available for distribution.
176. U.S. NATIONAL ARCHIVES. Recommendations for the preparation of guides to the records of the Government's experience in World War II. [Washington] 1946. 17 p. Not a publication available for distribution.
177. U.S. NATIONAL ARCHIVES. Sample entries for an inventory of the central files of the Army Air Forces Headquarters, 1939-1942. [Washington] 1947. 21 p. Prepared by Albert Haase and C. Clark Marshall. Not a publication available for distribution.
178. U.S. NATIONAL ARCHIVES. Your Government's records in the National Archives. [Washington] 1946. 81 p.
179. U.S. NATIONAL ARCHIVES. World War II Records Project. [Washington] 1947. 3 p.
180. WOOD, RICHARD G. Records of the United States Naval Home, Philadelphia. *Pennsylvanian*, 4: 31 (Mar., 1947). Lists records of the Home now preserved in the National Archives.
See also No. 222-224, 230.

B. State and Local

181. AMES, SUSIE M. Law-in-action: the court records of Virginia's eastern shore. *William and Mary quarterly*, ser. 3, 4: [177]-202 (Apr., 1947).
182. CAPPON, LESTER J., and PATRICIA H. MENK. The evolution of materials for research in early American history in the University of Virginia. *William and Mary quarterly*, ser. 3, 3: 370-382 (July, 1946).
183. ELLIS, JOHN T. A guide to the Baltimore Cathedral archives. *Catholic historical review*, 32: 341-360 (Oct., 1946). Also available as a reprint.
184. GOSNELL, CHARLES F., and EDNA L. JACOBSEN. History in the State Library. *New York history*, 27: 531-533 (Oct., 1946); 28: 245-246 (Apr., 1947). Describes manuscript and archival material in the New York State Library.
185. HARTSOOK, ELISABETH, and GUST SKORDAS. Land Office and Prerogative Court

- records of Colonial Maryland. [Annapolis] 1946. 124 p. (Maryland Hall of Records Commission, *Publication* no. 4).
186. HISTORICAL RECORDS SURVEY, PENNSYLVANIA. County records and archives in Pennsylvania. Harrisburg, 1947. 576 p. A volume embodying the "integrated results" of the inventories of the county records (the separate volumes of which are now in the process of publication in Pennsylvania). Consists of introductory essays on the general governmental organization of counties and separate essays on the various offices within counties, sketching their historical development and listing the types of records that each office has traditionally produced.
187. HISTORICAL RECORDS SURVEY, PENNSYLVANIA. Inventory of the county archives of Pennsylvania: Bradford County. Towanda, Pa., 1946. 242 p. The first volume to appear since publication of this series was resumed for Pennsylvania under the auspices of the State Historical and Museum Commission. The inventory entries stand as compiled by the Historical Records Survey, with some information concerning recent administrative history and legislation added to the introductory matter.
188. HOMSHER, LOLA M. Archives of the Wyoming Stock Growers' Association. *Mississippi Valley historical review*, 33: 279-288 (Sept., 1946). Describes records in the Wyoming University Library.
189. KENT, DONALD H. Sources for Pennsylvania history in the William L. Clements Library. *Pennsylvania history*, 14: 23-29 (Jan., 1947).
190. McCORMACK, HELEN G. A provisional guide to manuscripts in the South Carolina Historical Society. *South Carolina historical and genealogical magazine*, 47: 53-57, 171-178 (Jan., July, 1946).
191. McLEAN, MALCOLM. The Bexar archives. *Southwestern historical quarterly*, 50: 493-496 (Apr., 1947). The process of arranging, calendaring, and translating this collection is described.
192. MANUCY, ALBERT C. Florida history (1650-1750) in the Spanish records of North Carolina State Department of Archives and History. *Florida historical quarterly*, 25: [319]-332 (Apr., 1947). Describes the nature of approximately 10,000 items copied from the archives of Spain in 1924-1927 through the efforts of Dr. W. W. Pierson of the history department of the University of North Carolina.
193. MINNESOTA HISTORICAL SOCIETY. FOREST PRODUCTS FOUNDATION. Preliminary inventory of manuscript material dealing with the forest products industry. St. Paul, 1947. 24 p.
194. OREGON. STATE LIBRARY. ARCHIVES DIVISION. Publications nos. 1-6. Salem, 1946. These consist of a statement of "inventory principles" and "inventories" of records of certain State and local agencies.
195. RADOFF, MORRIS L. Calendar of Maryland State Papers. No. 2, the Bank Stock Papers. Annapolis, 1947. 68 p. (Maryland Hall of Records Commission, *Publications* no. 5.)
196. REED, H. CLAY. The court records of the Delaware Valley. *William and Mary quarterly*, ser. 3, 4: 192-202 (Apr., 1947).
197. SCHEFFLER, EMMA M. Letterheads, 1854-1900. *Illinois libraries*, 29: 106-116 (Feb., 1947). Describes an exhibit at the Illinois State Archives Building.

198. SHIPTON, CLIFFORD K. The collections of the Harvard University Archives. Harvard University Library, *Bulletin*, 1: 176-184 (spring, 1947). A companion piece to the author's "The University Archives: goal and functions" which appeared in the winter issue.
199. WHITE, LESLIE A. The Lewis Henry Morgan collection. University of Rochester Library, *Bulletin*, 2: 48-51 (June, 1947).
200. WOLFSBERG, VERNIE H. Records of the St. Paul Fire and Marine Insurance Company. *AMERICAN ARCHIVIST*, 9: 333-344 (Oct., 1946).
See also, No. 61, 64-65, 73-74, 81.

C. Foreign Countries

201. ALLIED EXPEDITIONARY FORCE. SUPREME HEADQUARTERS. Official general list of documents in the Berlin area. London, 1945. 11 p. Restricted at time of issue. Gives data supplementing *Official general list of archives in Western Germany*, entered in 1945 Writings. Prepared by Hilary Jenkinson, British Public Record Office.
202. ANGUS, WILLIAM. Accessions of public records to the Register House since 1905. *Scottish historical review*, 26: 26-46 (Apr., 1947).
203. [HEBDITCH, M. J.] Historical manuscripts. London University. Institute of Historical Research, *Bulletin*, 20: 144-160 (May-Nov., 1944. Published in 1946). Divided into two parts, this item lists (1) accessions of manuscripts reported by public or corporate body repositories; (2) migrations of manuscripts by sale or change of private ownership.
204. JENKINS, DAVID. Deposited collections. National Library of Wales, *Journal*, 5: [55]-57 (summer, 1947). Lists collections of manuscripts deposited with the Library.
205. KITCHING, G. C. Records of the Island of St. Helena, Lat. 15° 55'S. Long. 5° 42'W. [sic]. *AMERICAN ARCHIVIST*, 10: 151-171 (Apr., 1947). Describes the location and character of the extant records of the Island, 1502 to date.
206. MCGUFFIE, T. H. Report on the military papers of Lt.-Gen. Robert Ballard Long (1771-1825) in the Royal United Service Institution Library. London University. Institute of Historical Research, *Bulletin*, 20: 106-110 (May-Nov., 1941. Published in 1946).
207. MANUCY, ALBERT C. Notes on the "Catálogo de los fondos de las Floridas." *Florida historical quarterly*, 25: [44]-63 (July, 1946).
208. MORIN, CONRAD. Les archives du Saint-Siège; important sources de l'histoire politico-religieuse du Canada. *Culture*, 7: 151-176 (June, 1946).
209. PHILLIMORE, R. H. Survey of India records. *Indian archives*, 1: 3-11 (Jan., 1947). A description of the maps, charts, etc., produced by the Survey of India.
210. TATE, W. W. The parish chest; a study of the records of parochial administration in England. Cambridge, Eng., 1946. 346 p.
211. TIBBOTT, GILDAS, and K. M. DAVIES. The archives of the Calvinistic Methodist or Presbyterian Church of Wales. National Library of Wales, *Journal*, 5: 13-49 (summer, 1947).
212. YANS, M. Les archives de la Loketkas à la Haye. *Annuaire d'histoire Liegeoise*, no. 9, 1941.

213. YANS, M. Les archives de la ville de Dordrecht et l'histoire Liegeoise. *Annuaire d'histoire Liegeoise*, no. 7, 1939: no. 8, 1940.
214. ZININ, P., and F. KIREEV. Bogatstva Tsentral'nogo Istoricheskogo Arkhiva Kazakhskoi SSR. (The treasures of the Central Historical Archives of the Kazakj SSR). *Voprosy istorii*, no. 2-3, 1946.
See also No. 86, 88-90, 95, 116, 238, 251.

VIII. APPLICATION OF PHOTOGRAPHIC PROCESSES TO WORK WITH RECORDS AND HISTORICAL MANUSCRIPTS

215. AUSTRALIA. NATIONAL LIBRARY ARCHIVAL AUTHORITY. Microfilm and record reduction problems. [Canberra, 1946] 4 p. (*Archival information circulars* no. 1).
216. RECORDAK CORPORATION. Re: admissability in evidence of "Recordak film picture records." Rev. Oct., 1944. New York, [1945?] 51 p. A memorandum prepared for the Corporation by a Rochester law firm.
217. TATE, VERNON D. Photographic reproduction and related processes. [Cambridge, Mass., 1947] 15 p.
218. TATE, VERNON D. Photography in research—postwar. *Revue de la documentation*, 14: 8-14 (Apr., 1947).
219. U.S. NATIONAL BUREAU OF STANDARDS. Standard for permanent record photographic microcopying film (gelatin-silver halide emulsion type). *AMERICAN ARCHIVIST*, 9: 229-232 (July, 1946). Reprinted from a Bureau of Standards bulletin issued in 1943.
See also No. 34, 227-229.

IX. SERVICE, USE, AND PUBLICATION OF RECORDS AND HISTORICAL MANUSCRIPTS

220. AARON, DANIEL. A note on the businessman and the historian. *Antioch review*, 6: 575-584 (winter, 1946-1947). A discussion of the historian's use of business records in relation to the willingness of businessmen to grant access to them.
221. AMERICAN ECONOMIC ASSOCIATION. SUBCOMMITTEE ON RESEARCH USE OF OPA RECORDS. Content and research uses of price control and rationing records. *American economic review*, 37: [651]-666 (May, 1947).
222. AMERICAN ECONOMIC ASSOCIATION. SUBCOMMITTEE ON LABOR AND MAN-POWER PROBLEMS. Wartime materials in the field of labor. *American economic review*, 37: [671]-680 (May, 1947).
223. AMERICAN ECONOMIC ASSOCIATION. SUBCOMMITTEE ON WAR AGENCY RECORDS CONCERNING PETROLEUM AND SOLID FUELS. War agency records concerning petroleum and solid fuels. *American economic review*, 37: [667]-670 (May, 1947).
224. BENJAMIN, MARY A. Shall the dealer permit his manuscripts to be copied? *Collector*, 60: 49-54 (Mar., 1947).
225. BRITISH RECORDS ASSOCIATION. PUBLICATIONS SECTION. Notes for the guidance of editors of record publications. London, 1946. 20 p.
226. GRANT, JULIUS. Analytical methods in the dating of books and documents.

- Indian archives*, 1: 26-30 (Jan., 1947). Reprint from August 6, 1938, issue of *Nature*.
227. JOHNSTON, ALVA. Hot documents. *Saturday evening post*, vol. 219, no. 32-35 (Feb. 8, 15, 22, and Mar. 1, 1947). An article on the work of Clark Sellers, president of the American Society of Documents Examiners and an associate of George J. Lacy (see below).
 228. LACY, GEORGE J. Questioned documents. *AMERICAN ARCHIVIST*, 9: 267-275 (Oct., 1946). A discussion of the means used to determine whether a document is fraudulent or authentic.
 229. NOVIK, DAVID. Research opportunities in the War Production Board records. *American economic review*, 37: 690-699 (May, 1947).
 230. SPAULDING, E. WILDER. The publication of the diplomatic papers of other governments. *American journal of international law*, 41: 365-377 (Apr., 1947).
 231. U.S. STATE DEPARTMENT. Control of documents from diplomatic establishments in the United States. State Department, *Bulletin*, 16: 211 (Feb. 2, 1947). A regulation directing the control of materials found in former German diplomatic and consular offices in the United States.
 232. U.S. STATE DEPARTMENT. Project on publication of German war documents. State Department, *Bulletin*, 16: 211 (Feb. 2, 1947).
 233. U.S. STATE DEPARTMENT. Use of original records in the Department of State. State Department, *Bulletin*, 16: 1047-1049 (May 25, 1947).
- See also No. 13, 20, 24, 88, 217, 246.

X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

234. BRADLEY, JOHN G. A national film library, the problem of selection. Society of Motion Picture Engineers, *Journal*, 47: 63-72 (July, 1946). Describes a program under consideration by the Library of Congress. Reprinted in part in the Library's *Quarterly journal of current acquisitions*, 4: 41-45 (Nov., 1946).
235. BRADLEY, JOHN G. Specifications on motion picture film for permanent records. Society of Motion Picture Engineers, *Journal*, 48: 167-170 (Feb., 1947).
236. CHAKRAVORTI, S. A study on palm leaf manuscripts. *Indian archives*, 1: 12-17 (Jan., 1947).
237. GREAT BRITAIN. WAR OFFICE. DIRECTORATE OF MILITARY SURVEY. Manual of map classification and cataloging. London, 1946. Looseleaf.
238. HOROWITZ, ISRAEL. Army Air Forces keep pictorial record. *Library journal*, 71: 1751-1754 (Dec. 15, 1946). Describes the AAF photographic library.
239. U.S. NATIONAL ARCHIVES. Select bibliography of references on cartography, finding aids to maps, and the classification and cataloging of maps. Washington, 1946. 5 p. Compiled by Laura E. Kelsay.

XI. RECRUITMENT AND TRAINING OF ARCHIVISTS AND CUSTODIANS OF MANUSCRIPTS

240. AMERICAN UNIVERSITY. Third intensive training program in the preservation and administration of archives . . . Washington, 1947. Folder. Describes pro-

gram given by the University in cooperation with the National Archives and the Maryland Hall of Records, July 28-August 23, 1947.

241. HERNANDEZ, AGUSTÍN. El Instituto de Archivología; puntos para su creacion. *Hacienda en marcha*, vol. 2, no. 11, p. 11-13 (Jan., 1947). Argues the need for a laboratory where American archivists may study the techniques of archives administration.
242. INDIA. IMPERIAL RECORD DEPARTMENT. General information regarding diploma courses in archives keeping. New Delhi, 1946. 3 p.

See also No. 88.

XII. ARCHIVES, ARCHIVAL AGENCIES, AND MANUSCRIPT DEPOSITORIES IN TIME OF WAR

243. BRITISH COMMITTEE FOR THE PRESERVATION AND RESTITUTION OF WORKS OF ART AND OTHER MATERIAL IN ENEMY HANDS. Italian archives during the war and at its close. Compiled by Hilary Jenkinson and H. E. Bell. London, 1947. 56 p. Part I, Italy, the Vatican, Germany, the Allied Powers (in relation to archives); Part 2 describes present situation; appendixes give German memoranda and orders on archives, allied instructions and other documents relating to archives and an account of the destruction of Naples Archives.
244. BRITISH RECORDS ASSOCIATION. Modern war records. London, 1946. 4 p. (*Memorandum* no. 9). Outlines types of records of public and private wartime agencies and what should be done with each.
245. CLAXTON, BROOKE. War records for historical research. *Canadian historical review*, 28: 239-240 (June, 1947). Text of a letter by the Canadian Ministry of National Defense, describing the facilities offered for study of military subjects.
246. GRIEDER, ELMER M. The collecting of war agency material at Harvard. Harvard Library, *Bulletin*, 1: 121-122 (winter, 1947).
247. LOVETT, ROBERT W. A university cares for its war contract records. *AMERICAN ARCHIVIST*, 10: 41-46 (Jan., 1947). Describes the Harvard University War Archives Office (now part of the University Archives).
248. PONTIERI, ERNESTO. Rovine di guerra in Napoli. *Archivio storico per de Province Napoletanes*, ns. 68: 269-283 (1943).
249. RATH, R. JOHN. The war and the Austrian archives. *Journal of Central European affairs*, 6: 392-396 (Jan., 1947).
250. SAMARAN, CHARLES. Report on the destruction caused to major record offices drawn up at the request of the Directorate of Archives in France. *Indian archives*, 1: 72-82 (Jan., 1947). Reprinted from the *Bulletin* of the Institute of Historical Research, London University.
251. THOMAS, CHARLES M. The preservation of war records at the Air Technical Service Command. *AMERICAN ARCHIVIST*, 9: 214-217 (July, 1946).
252. TIHON, C. Les archives de l'Etat en Belgique pendant la guerre. *Archives, bibliothèques, et musées en Belgique*, 17: 3-13 (1940-1946).
253. U.S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Report. Washington, 1946. 238 p. Contents: Part I, Creation of the Commission and purposes for which it was established; Part II, Activities of the Commission; Part III, Preparation of

the Commission Archives; Part IV, Field Operations of Monuments, Fine Arts, and Archives Officers.

254. VITALE, VITO. Information concerning Italian archives, libraries, historical societies, scholarly publications, and work in progress. Madison, Wis., 1946. A report sponsored by the University of Wisconsin Research Committee. Partly reprinted in the *AMERICAN ARCHIVIST* news notes section for July, 1947.

See also No. 46, 49, 92, 95-96, 103, 106-107, 109, 128-129, 179, 202, 230, 232, 233.

Reviews of Books

RICHARD G. WOOD, Editor

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Invitation to Book Collecting: Its Pleasures and Practices with Kindred Discussions of Manuscripts, Maps, and Prints, by Colton Storm and Howard Peckham. (New York. R. R. Bowker Co., 1947. Pp. 281. \$5.00.)

The object of this volume is to explain what rare books are and how to collect them: the theory of collecting, the traditional practices, the techniques and reference tools which can be used to achieve skill and enjoyment in the game.

Since most book collectors usually proceed to acquire manuscripts related to their printed items, the authors have deemed it essential to include a chapter on this kind of material. Likewise, historical prints and old maps are discussed as a related type of document with special emphasis on maps as confirmatory evidence. The motives behind manuscript collecting are outlined and the fashions followed by noted collectors in the past are recounted. A half dozen pages are given to manuscript terminology, including a discussion of contemporary efforts to define *archive*. The concluding statements of the chapter encourage the collector to "let the archivist have the public papers, self-consciously written. The intimate, personal correspondence is certain to be more fascinating, and probably more valuable in interpreting events." One wishes there were some criteria offered to help the collector solve the thorny problem of how to differentiate between the personal and public papers of a public servant or official. No novel technical or scholarly discoveries are revealed in this work; however, curators of special collections may find it of assistance in stimulating new supporters or benefactors of their work.

Although the authors have not intended the book to serve as a text or manual in bibliography, its chapter on that subject is most helpful. Lucid explanations of such words as *edition*, *publication*, *issue* and others, clarify terms which mystify beginners. Subsequent chapters dealing with buying and selling rare books, auction buying, and prices, explain the rules of the game and how it is played in the big leagues. Indeed, recurrent emphasis is given to the function and beneficent role of the dealer. Those who become devotees of this sport are frequently, and not quite incorrectly, termed "biblio-maniacs." Alas, to what depths the mania has carried some (see Chapter 14, "Fakes, Forgeries, Facsimiles and Thefts")! No, the book is not a text book: it is anecdotal, full of the history of collecting, charming in style, a seductive invitation. Do not say, ten years from now, that you were not warned of its wiles.

ROBERT W. HILL

The New York Public Library

Land Office and Prerogative Court Records of Colonial Maryland by Elizabeth Hartsook and Gust Skordas. Publications of the Hall of Records Commission No. 4. ([Annapolis]. Hall of Records Commission of the State of Maryland, 1946. Pp. 124. \$2.00.)

This small volume, the latest offering of the Maryland Hall of Records, is a most useful guide to these two large bodies of early records. The introductory essays by Miss Hartsook and Mr. Skordas are admirable summaries of development and changes in the colonial land system and probate courts. Though the essays contain little information not elsewhere available, they bring together that information in convenient form and relate it specifically to the archives under consideration.

Following these essays the record books are listed and described volume by volume, as they now stand on the shelves of the Maryland Hall of Records. The Land Office records are divided into five series: Patent; Warrant; Proprietary; Rent Roll; and Debt Book, a total of 284 volumes. Under each entry the following information is provided: present Liber number; whether the volume is a copy or original; original title; pagination; inclusive dates; and brief description of contents.

The Prerogative Court records are essentially probate records. Listing is in the same general form as that followed for Land Office records. A total of 271 volumes of Prerogative Court records fall into the following categories: Proprietary Records; Testamentary Proceedings; Wills; Inventories and Accounts; Inventories; Accounts; and Balance Books.

These listings furnish a fuller and more accurate description of the records than has been heretofore available. The form adopted for description of each volume has been adhered to with admirable uniformity. Only occasional slips have been noted, as (p. 61) the use of that curious construction "between 1658-1775," rather than the usual and logical form "between 1658 and 1775." In the Prerogative Court entries it is sometimes uncertain whether Mr. Skordas is using the terms *pages* and *leaves* interchangeably. When he writes (p. 71), "The debt book for 1768 has 202 pages, the first page missing," it would certainly seem more logical to say "the first leaf missing." A lighter style in the introductory essays, particularly that of Miss Hartsook, would have enlivened an abstruse subject.

These minute errors are insignificant, however, beside the vast amount of labor entailed in the preparation of this volume. Only those who have done such work can appreciate the time, painstaking care, checking, and rechecking necessary to bring to a completion a collation of such magnitude involving records of a remote period. Not the least valuable result of this work is the fact that those who participated in it are thoroughly familiar with these records and thus in a position to give superlative service to all who wish to investigate many aspects of Maryland colonial history.

RUTH K. NUEREMBERGER

Washington, D.C.

Public Records of the State of Vermont, 1945-1946. Biennial Report, 1946, of the Public Records Commission of the General Assembly of the State of Vermont. ([Montpelier. 1947?] Pp. 28.)

This useful summary deals chiefly with plans and recommendations for a well rounded and effective records program for the State of Vermont.

In 1937 the Public Records Commission was created to take charge of the records program and to prepare recommendations. The Commission has already made significant headway, the most important of which was to employ Henry Howard Eddy in 1944 to survey the volume of state records and to prepare a plan for housing them properly. Mr. Eddy's report was published in September 1944. The Commission's report now being reviewed stresses the need for carrying Mr. Eddy's proposals into effect, prints floor plans, and reproduces a joint resolution of the Vermont Legislature of April 18, 1945 giving approval of the idea. The Commission favors an addition to the present State Library Building, so designed as to give adequate stack space for the Library, a functionally designed records office with sufficient space for records, and better quarters for the State Historical Society. The Commission is opposed to proposals made in other quarters which would require records to be housed in a new state office building chiefly on the grounds that "office space is more costly than records space." They argue that a new office building and an addition to the Library does not involve two separate building projects "but rather a single one." "The Office Building," they urge, "should not be built without the Records Annex, because no provision has been made in the former for records."

The pressing need for proper housing of the state records is shown by photographs of the arsenal fire on August 31, 1945 together with an accompanying report, also by Mr. Eddy, of the damage done to irreplaceable records.

The problem of local records is also discussed. The law provides that towns must have fireproof safes and vaults, and that the State may purchase such equipment when the towns fail to do so. Yet a survey in 1937 revealed that 144 safes were anything but fireproof. A personally conducted survey by one of the members of the Commission in 1944 indicated that little improvement had been made.

Having surveyed both State and local needs the Commission recommends a two point program: first that sufficient funds be available to build both an office building and an addition to the Library; secondly, that regardless of whether the first recommendation is immediately carried out, an appropriation be made available at once to employ records personnel and to purchase essential equipment to assist records custodians throughout the State to reduce the bulk of existing records and to care and service those that are retained. The Commission is very modest in its request—\$7,800 a year.

Inclosed in the Report are an opinion of the Attorney General concerning the recording of chattel mortgages and a statement of action taken by the Commission on requests for destruction of records.

ALBERT B. COREY

New York Division of Archives and History

First to Fourth Annual Reports of the Archivist of the Hall of Records, State of Maryland, for the Fiscal Years October 1, 1935 through September 30, 1939. (Annapolis, 1946. Pp. 52.)

Maryland and Illinois have been the two states in the Union outstanding for their model archival agencies. It is, therefore, of more than casual interest to learn the background and history of the Hall of Records. Since archival agencies do not, like Topsy, just grow out of nowhere, but, as in this case, the beginnings are often shrouded by unprinted facts and confidential reports, it is all the more important to have the early records available and published.

This is what Morris Radoff, Archivist of the Maryland Hall of Records, has done in a 50-some page brochure which relates the story of how the Maryland agency came to be, its early struggles, the details on the building, the members of the first Commission, the first staff headed by Dr. James Alexander Robinson, initial halting and uncertain attempts at receiving and arranging materials, and later improvements and developments. Mention is made of gradual changes and additions in personnel; financial problems are touched upon (especially the difficulty of paying the staff adequately) and facilities for repair, preservation and microfilming are outlined. A bibliographical list of printed materials for the study of Maryland archives and the Hall of Records is included and the booklet ends with an appendix of "Laws and Opinions Relating to the Hall of Records."

Not only will librarians now be able to complete their catalog data on the first four reports but all those who deal with Maryland archives in particular and state archives in general will be grateful to have available the full story in logical and readable form.

BERTHA E. JOSEPHSON

Columbus, Ohio

Records Administration Microfilming of Records. War Department Technical Manual, TM-12-257. (Washington. United States Government Printing Office, 1946. Pp. iv, 94.)

This War Department Manual is composed of three sections, one of which deals with "Uses and Limitations of Microfilm," one with "Basic Operating Procedures for Microfilming Projects," and a third section on "Special Techniques."

The first section describes the Government policy of microfilming and emphasizes that it does not regard microfilming as the cure-all for noncurrent records. The cost of a microfilm project is carefully studied before it is undertaken. Records are not filmed indiscriminately which may later prove to be of little or no value.

Microfilm has proved to be as suitable for permanent records as the best record papers. The film used for permanent records must not be confused with nitrate film which ignites and burns rapidly. The film used in Government microfilm projects has a base of cellulose acetate and is known as safety film. This presents no more fire hazard than papers.

There is little doubt concerning the legal status of microfilmed records. According to Public Law 115, 78th Congress, the duly authenticated repro-

ductions from microfilm shall be treated as the original paper records in court proceedings. Although state courts may refuse to enforce this Federal statute, generally microfilmed records are acceptable in court and can be authenticated to the satisfaction of the trial court.

The Adjutant General exercises centralized control of microfilming but the National Archives has authority to disapprove the destruction of papers where records have been improperly filmed or the original document has historic or legal value. Before the originals are destroyed the film is inspected and authority to destroy is withheld if there is improper photographic exposure, unreadable images, or loss of the original file's value through inadequate identification or lack of proper indexing.

Standard operating procedures are established for each project by the Adjutant General. Standard equipment consists of 16 mm. rotary type cameras, readers and film. For some projects 35 mm. cameras and film are used. The Manual deals in considerable detail with microfilming equipment.

Chapter Two describes basic operating procedures for microfilming projects. This is a very detailed description which puts emphasis on the importance of adequately trained personnel. Errors on microfilm are costly to correct. Preparation clerks remove staples, mend papers and prepare material for filming. Operators are trained to run the cameras properly. Inspectors must be experienced operators and must be able to recognize defects in the filming. Also included in this chapter is an informative section on the maintenance and use of film files which deals with proper housing for reels and adequate indexing of film.

The third section of the Manual describes the solutions to special problems not covered by the second section. For example, there are problems encountered in film engineering drawings and the like which are not ordinarily found in microfilming regular correspondence records. Different camera technique and indexing are required for this type of record.

The appendix would undoubtedly be very helpful to a microfilm operator. Trouble charts of common defects in the machinery have been compiled. These show the cause, effect, and remedy of various mechanical difficulties. Examples of images incorrectly filmed are included to illustrate defects in film caused by minor mechanical irregularities or improper operation of the camera.

On the whole, it can be said that the Manual contains much interesting information for those engaged in microfilming work. The report is, however, too detailed for the average reader and contains some information which is too technical for the layman.

D. K. TAYLOR

Denver and Rio Grande Western Railroad

Records Retirement and Disposal Program, Foreign Economic Administration. ([Washington,] 1945. Pp. 83. Processed.)

Records Administration-Disposition of Records, Army Air Forces Manual 80-0-1. (Washington. Headquarters Army Air Forces, 1946. Pp. 69. Processed.)

The How and Why of Your Records Inventory, by the Records Management Section, Division of Service Operations, Federal Security Agency. ([Washington, 1946?] Pp. 7.)

Retirement and Disposition of Records, Office of the Chief Clerk, Records Administration Section, Treasury Department. ([Washington,] 1946. Pp. unnumbered. Processed.)

Records retirement is perhaps the one area in which there occurs the greatest amount of overlapping of records administration and archival activity. This is particularly true in programs involving the disposition of Government records. A decade of experience has proved that before a retirement program can be visualized, and its solution (both as to method and means) determined, there must be a "meeting of minds" on the part of the agency's records officers, the agency's archivists, and the representatives of the National Archives. Encouraging indications of the development of this cooperative attitude are evident in the four post-war records disposition manuals which are the subjects of this review. Each of these four agencies is illustrative of certain type of Federal activity. There is the so-called "emergency" or "wartime" agency, the Foreign Economic Administration: a highly specialized military establishment, the Army Air Forces; a comparatively new "permanent" organization, the Federal Security Administration; and an "old line" Government organization, the Treasury Department.

The Foreign Economic Administration was a "war agency". Its official life extended from the time of its creation within the Office of Emergency Management in September, 1943 to its termination and distribution of its functions in September, 1945 among the State, Commerce, and Agriculture Departments and the Reconstruction Finance Corporation. Its records retirement problem neither was, nor is, a long-term one, but rather one which set forth the basic elements of an effective *liquidation* program. Its manual, therefore, must be regarded primarily as a liquidation tool that should be of greatest value to those agencies upon which there devolved major liquidating responsibility for the FEA.

Much of the merit of this publication lies in its detailed analysis of such technical aspects of FEA's retirement problem as cost, storage facilities, and supplies and equipment. The chapter entitled, "Work Program" (pp. 24-32), is worthy of special note. Similarly, those portions which deal with classifications and job descriptions for records administration and archival personnel possesses wide applicability. The organizational structure of FEA and a description of the records of its several important component units (such as Lend-Lease) is well presented, both in the body of the manual and in the sixteen pages entitled, "Exhibits."

Although this manual was prepared primarily for the use of the FEA staff, the writer considers it regrettable that greater efforts were not made to supplement the retirement procedures outlined in the manual by referring to the procedures and forms used for disposal lists and schedules as applied to Federal records by the National Archives.

As stated in Lt. General Eaker's foreword to this publication, it is designed

to "supplement and implement the War Department's TM 12-259, *Records Administration-Disposition of Records*." The technical elements which characterize the peculiar mission of the AAF, its personnel, facilities, and equipment have produced a quasi-autonomous organizational set-up which is reflected in its own Records Administration program. As one would expect, therefore, this manual is not susceptible of application to every Government agency. For the most part, it deals with disposal programs and standards for various specialized records of the AAF and of its various commands.

Chapter 2, "Duties and Responsibilities," however, should be read by all workers in the records administration vineyard. Its account of the desired relationship between "records officers," "records administrators," and the AAF top administrative and functional command should make a good talking point for those records people who have occasion to complain of being "left out in the cold" in the matter of policy determination.

The concept of the disposal schedule as a guide and control device governing the life-span of all AAF files is well developed in Chapter 3.

Described by FSA's former records management officer as the "briefest manual of its type," this six page booklet should be made compulsory reading for any person who is responsible for getting an agency's records program under way. Unlike the other manuals covered in this review, it is in no sense a "disposal manual." It applies primarily to that all important first step in any sound retirement program—the records inventory. With graphic simplicity, enhanced by the boldness of its format, this publication sets forth several cogent reasons for undertaking a records inventory as well as some valuable "pointers" in establishing and conducting a survey. As an appendix there is attached an FSA records survey form and its accompanying instruction sheet, both of which compare favorably with similar issuances of other Federal agencies. In the opinion of the writer the inventory form would be improved by making some provisions for noting the cubic footage of a given body of records inasmuch as such a unit of records measurement is consistently achieving wider use.

Since the Federal Security Agency embraces activities of such bodies as the U. S. Office of Education, the U. S. Public Health Service, the Social Security Administration, the Food and Drug Administration, the Bureau of Employees' Compensation—all of which have a direct influence on the lives of great numbers of American citizens, we have every reason to feel that this manual is merely the predecessor of other significant FSA records management publications.

Distinguished from the FEA, which was facing a liquidation problem; AAF, whose records problems reflect the expansion of a new military arm in war-time; and the FSA with its current records management program; is the "old line" Treasury Department. Its records retirement manual is indicative not only of the maturity of the agency itself but is representative of the soundness of its records administration program.

There are two reasons why this writer regards this manual as outstanding. One is the excellence of its organization. The other is the clarity with which it

ties the Treasury's own records retirement program in with the government-wide responsibilities of the National Archives as published in that agency's *How To Dispose of Records*. The Treasury publication manual does not have "pages" as such. Rather it is divided into twenty-one sections each of which have a variable number of pages. Whenever there are changes in the internal records retirement program of the Treasury, whenever there are revisions of Federal laws concerning the records or of regulations or statements of policy by the National Archives or the National Archives Council, provision is made for their publication and insertion into the appropriate section of the manual. In a sense, therefore, this is a manual which, like the War Department's TM 12-259, possesses infinite capacity for *growth*.

Such subjects as definitions of terms, inventory forms, and appraisal standards are most adequately covered in the first four sections. In sections 5 through 10, one finds a wealth of instructional material concerning procedures for preserving valuable records. Similarly, in sections 11 through 18 the Treasury official (in fact, anyone) can find ready answers to most of his questions on the disposal of records. A section covering opinions of the Treasury Department's General Counsel on matters pertaining to record keeping along with a Bureau of Standards statement of microfilm specifications round out this manual's valuable content.

The publication and explanation of the National Archives Council regulations and National Archives accessioning and disposal forms and schedules is a most significant contribution. It illustrates the cooperative enterprise that records administration must be. Moreover, it makes possible for all Treasury personnel who work with records to see the *complete picture*, to see the "whys" and "wherefores" of procedures which otherwise might be regarded as arbitrary *dicta* of departmental officials.

The stature of the publication is well established by the inclusion of Secretary of the Treasury Snyder's letter giving the manual "my complete approval."

JOSEPH F. VAUGHAN

National Archives

The Territories of the United States, 1861-1890, by Earl S. Pomeroy. The American Historical Association Studies in Colonial Administration. (Philadelphia. University of Pennsylvania Press, 1947. Pp. vi, 163.)

Much has been written concerning the expansion of the United States from a small and tenuous Republic of thirteen quarrelling States to a Union of forty-eight commonwealths. Yet the manner in which this significant evolution was channelled within orderly political and constitutional lines has received less scrutiny and exposition than it deserves. By contrast with both the pre-Revolutionary and our later national history, the transition from the unorganized frontier to statehood may well be termed "the dark age" of American historiography. Only a few courageous historians have hitherto attempted to attack the problem along institutional lines and fewer still have published the results of their findings. Professor Pomeroy is one of the latter; the sum of his labor is found in the present distinctly pioneer work. He has chosen the hard way of

dropping down into the middle of the territorial era. But his choice was influenced by the fact that the eleven contiguous mountain and high plains territories of the period 1861-1890, because of their common characteristics, "furnishes a convenient segment of territorial history for study."

The analogy between the English system of colonialism in vogue for nearly two centuries and its American prototype was remarkably close. The Northwest Ordinance was a distillation of Anglo-American experience in colonialism and the succession of relevant Federal statutes of more than a century merely amplified the Ordinance. As recognized by Professor Pomeroy, however there were two distinct differences between the British and American systems. The capstone of the latter was the provision for the ultimate admission into the Union as equal States of the various territories which it contemplated. Again, the American order did not encourage the territorial assemblies to "needle" the statutory officers (governor, judges, and secretary) by withholding or otherwise controlling salaries, for these were paid out of appropriations by Congress. The independence of the territorial executive and judiciary of the whims of the people is to be sharply contrasted with the necessary subservience for the same officials in the old British system incident to their dependence upon the assemblies for their living. But the high cost of living on the frontier combined with the low stipends generally paid tended to erase this distinction as a practical matter, as when additional compensation was proffered by the assemblies. When this form of extra pay was made unlawful, the same end was achieved indirectly by allowances for travel and other gratuities. Ways were also devised to rid the territory of unpopular judges. A favorite device was to district the territory so as to place such judges where business was either too burdensome or non-existent. This was termed "sagebrush districting."

The overall administrative policies of the Department of State from 1861 to 1873 and those of the Department of the Interior from 1873 to 1890, and the respective responsibilities of the Departments of Treasury, War, and Justice are delineated with sufficient detail to convey a clear-cut view of both policies and practices. Very much as in the colonial period, successive administrations more often than otherwise took a dim view of these distant and remote territories. There were sporadic attempts to achieve an approach to good government through improving the character of appointments but there was no consistent evolution along this line. Few presidents took any interest and most department heads were too busily engaged in other fields to follow closely issues in the territories, except insofar as political patronage was concerned. Nevertheless, the development of Republican institutions in each of the territories grew apace: neglect was no deterrent.

Space forbids a summary of the author's analysis of the functions of the territorial delegate or of the Congressional Committee on Territories. Pomeroy has used a wide variety of original sources as found in the state that were once territories and in the National Archives. Convenient lists of territorial officials and delegates to Congress are appended, as well as a classified bibliography.

CLARENCE E. CARTER

U. S. Department of State

Theory and Practice in Historical Study: A Report of the Committee on Historiography. Social Science Research Council Bulletin 54. (New York City, 1946. Pp. 177. \$1.75.)

The Committee on Historiography of the Social Science Research Council composed of a distinguished group of American historians has rendered a significant service to the historical profession by preparing a manual that helps to clarify thought about history and aids historians in teaching and writing it. Comprised of six chapters—in reality six essays each of which could be expanded into book form—by prominent historians and a foreword by the chairman in which the chapters are tied together and certain information on the methodology used by the committee is set forth, the volume contributes a fuller understanding of certain methodological problems in the writing of American History; although the committee makes no claims of settling any issues with which it dealt.

Without attempting to summarize each chapter, a few of the highlights from each are worth mentioning. At the outset, however, it should be pointed out that some definition of history was considered in passing when the committee in the interest of precision made preliminary definition of the following terms: history-as-actuality, written-history, history-as-record, and recent history. These definitions were placed in a footnote in the first chapter. It is needless to say that many readers would have welcomed a special elaboration of these definitions in the main text although time and space and other considerations prevented this.

In the first chapter, "Grounds for a Reconsideration of Historiography," Charles Beard points out that "historicizations"—all history proves, history confirms, history makes clear, etc.,—are overdrawn and charges that "a large part, if not all, of the written history, even the best of it, falls far below the highest conceivable level of intellectual performance." He contends also that historiography should be reconsidered because of the dilemma concerning the nature and uses of their work with which historians find themselves confronted. That is to say history is treated as having little or no relation to the conduct of practical affairs—a useless old almanac—and yet at the same time is used as the ultimate source of knowledge and "laws" for demonstrating the invincible validity of policies proposed or already in practice. Beard further maintains that a reconsideration of historiography is in order inasmuch as many of the maladjustments from which mankind suffers to some measure grow out of the defects in man's practical knowledge of history.

In the second chapter, "Controlling Assumptions in the Practice of American Historians" by John Herman Randall and George Haines IV, it is explained that because the understanding of causes change as our knowledge of the sciences of man's social behavior increases and because the understanding of consequences and hence of the significance of past events, changes with further history that happens—with what comes to pass in the world of events as a result of the possibilities inherent in what happened; the history the historians will write, and the principle of selection he will employ, will be undergoing continual change. It is emphasized, however, that what is selected should be

basic for that particular problem of history before the historian—the conditions that generated it, the resources men had to draw upon, and how they dealt with it—if objectivity is to be attained.

After presenting the salient facts of the institutional development of the historical profession in the United States, the authors of this chapter pass on to such assumptions that controlled writers of history as the political history principle, the Teutonic “germ” theory of political institutions, the comparative method with its evolutionary development, and the Jacksonian Thesis which is described as a Declaration of Independence of the American Historian.

In chapter III, “What Historians Have Said About the Causes of the Civil War”, Howard K. Beale explains through examples that historians have assigned to the Civil War causes ranging from one simple force or phenomenon to patterns so complex and manifold that they include, intricately interwoven, all the important movements, thoughts, and actions of the decades before 1861. Beale concludes with a number of generalizations which should be of particular interest to students of the Civil War.

Charles A. Beard and Sydney Hook in chapter IV, “Problems in Terminology in Historical Writing” emphasize the need for greater precision in the use of historical terms. In so doing historical definitions are presented for some fifty terms such as analogy, cause, chance, change, development, progress, force, understanding, culture, frame of reference, and generalization.

In chapter V, “Propositions” (decided upon by the Committee) twenty-one propositions in historiography accepted by the members of the committee as valid, as useful for the advancement of learning, and as worthy of submission to the judgment of historians in general are presented. Eight of these are listed under Basic Premises, six under Important Sources of Methodological Error, found under Desirable Principles and Techniques and three under History and Related Disciplines. This chapter is all the more important because the committee attached at the beginning its meaning of such basic terms frequently used in the Propositions as: history, historical method, historical literature, historiography, and the scientific spirit in history.

Chapter VI, “Selective Reading List on Historiography and Philosophy of History” by Ronald Thompson concludes the volume. This bibliography extending over some twenty pages classifies works on the subject under the following headings with appropriate sub-headings: The Profession of Historian, The Philosophical Approach, Contending Schools, National Developments, and New Interpretations. The use of the volume is facilitated by a name index and a subject index.

Valuable as this work is to the historian and social scientist, it is regretted that no mention was made of the archives movement in America as an indispensable adjunct to historiography. Nor was any mention made of the need to train prospective historians and social scientists in work with modern records. Indeed, this writer looked in vain for any reference to the term archives, although the words document and record were sometimes used.

ROLAND C. McCONNELL

The National Archives

Writing Your Community's War History, by Marvin W. Schlegel. (Bulletin of the American Association for State and Local History, 1 (October, 1946), 305-333.)

Anyone who is planning on, or even toying with the idea of, writing his community's war history should by all means secure a copy of Mr. Schlegel's twenty-eight page booklet. There he will find the most valuable source of information on this subject which has as yet been compiled. In fact, it is doubtful that any further directions will be needed by those who are engaged on this present day task. Most persons who attempt to write their community's war history will, of necessity, be inexperienced in writing. They are apt to be appalled by the task which they can sense lies ahead of them. A reading of Mr. Schlegel's booklet, however, will reassure them and even make them eager to go ahead with what is often a self-imposed but highly desirable undertaking.

The booklet points out that there are many sources of information within and outside the community to which the compiler may turn in securing his data. He is told what to look for, how to look for it, where to look for it, and he is given hints as to how write it and publish it. He is even given warning that the undertaking will not be financially self-sustaining unless there are from one to two thousand books purchased, and that not more than one in a hundred is likely to purchase a copy.

Even the most inexperienced writer is likely to turn out a very creditable community war history if he follows the advice offered by the booklet. It will also be sufficiently inclusive, for the author has seemingly mentioned every aspect of the community's life during the war years that could possibly be a part of the history of the period.

It is the hope of the writer, as well as the reviewer, that many communities will undertake the writing of their part in the war effort. Such accounts become increasingly valuable as the years go by.

DONALD D. PARKER

South Dakota State College

Oregon State Library. Division of State Archives. *First Biennial Report—July 1, 1944-June 30, 1946*. (N.p., n.d. Pp. 8.)

This report contains a short history of Oregon's official records together with the preliminary steps taken by the State before and after the appointment of David C. Duniway, the first State archivist. Objectives of the new department and the accomplishments of the first two years are given in concise form followed by a list of acquisitions under the general subdivisions usual to a report of this nature, i.e., "Legislative Records", "Executive Records", "Administrative Records of State Agencies", "Local Records", "Federal Records", and "Supplemental Records." An informative, well written report of this kind should be of particular interest to citizens of Oregon and others who are doing research in that State.

HAROLD S. BURT

Connecticut State Library

Cornell University Collection of Regional History. *First Report of the Curator, 1942-1945*. (Ithaca. Published by the University, n.d. Pp. 56.) *Second Report of the Curator, 1945-1946*. (Ithaca. Published by the University, n.d. Pp. 53.)

These two reports cover the entire history of an interesting new collection. Founded in 1942 as a result of a Rockefeller Foundation grant of \$18,000 to the University for studies in history and folklore of upstate New York, the collection has already grown to impressive proportions.

Whitney R. Cross, curator, defines as the purpose of his first report, "to make the collection known and useful to interested scholars." He therefore confines himself to a very brief report and devotes the greater part of his space to a detailed accession list with an extensive index. Edith M. Fox, acting curator, who issues the second report, follows the pattern set by Mr. Cross.

The reports thus become an excellent tool for research workers making available through the photostat and microfilm services offered by the collection much hitherto unexplored material. For the worker in a similar collection, however, who studies the reports with his own problems in mind, they leave many questions tantalizingly unanswered. How large a staff was needed to collect, classify and index so much material in so short a time? What sources of income besides the Rockefeller grant were available? What were the relations of the collection to the various libraries of the University? (It is stated that books and periodical files received by the collection are transferred to the University Library, but is the reverse true?) What publicity methods were used to attract so many donors? How were farmers and storekeepers persuaded to part with records so long treasured?

The composition of the collection itself is puzzling. Both curators admit that the field is ill-defined and that "upper New York" is an elastic region. But with the loosest interpretation it is hard to account for the inclusion of newspapers from California, almanacs from Missouri, an odd volume of the *Saturday Evening Post*, and an autograph letter from Aldous Huxley. Aside from the very wise restriction that only primary sources shall be included, the policy seems so far to have been one of "receive all."

This is not necessarily a fault, as it is often wise, especially in the beginning, to accept whatever is offered for the sake of the few treasures to be found in the chaff. It is to be hoped, however, that a definite understanding is reached with donors permitting the curator to dispose of irrelevant material as he thinks wise. Many antagonisms, heart-burnings, and even lawsuits could thus be averted. The old smouldering question of material "on deposit" is also fanned by a list of titles under this heading in both reports.

Particularly perplexing, is the appearance on both lists of scattered material having to do chiefly with the history of Cornell University. Surely the University has its own archives, and either these items belong there, or the whole archives should be deposited in this collection.

Such questions, however, should not be allowed to obscure the very real value of work well done in so difficult a period. The papers of farms, stores

and local industries make an amazing show, and if more usual fields of research are not as fully covered, this may be because other collections have already absorbed much of the material.

If it existed only for its collection of small town weeklies the collection would be worthwhile. Older collections have shirked, for lack of space and staff, the preservation of this class of editor-owned journals, which are the true home of freedom of the press in America, and often represent a better type of journalism than the city daily.

The Cornell Collection give promise of becoming a very exciting center for historians, economists and sociologists, and its future development will be eagerly followed.

ELIZABETH C. KIEFFER

Franklin and Marshall College

Archives Year Book for South African History. Sixth year, 1943, edited by Dr. Coenraad Beyers and others. (Cape Town. The Government Printer, 1945. Pp. 216.) *Seventh year. 1944*. (Cape Town. The Government Printer, 1945. Pp. 253.)

Since 1938 the government of the Union of South Africa has provided its historians and archivists with an attractive medium for publication through the *Archives Year Book*, of which the first volume was reviewed in the *AMERICAN ARCHIVIST*, Vol. III, No. 2, April 1940, pp. 117-118. Thus far the contributions have been mostly monographs exceeding the scope of a periodical article, and with the exception of two studies on archival science by Dr. P. J. Venter, all have dealt with various aspects of South African history.

The volumes for 1943 and 1944, publication of which has been delayed as a result of the paper shortage, contain a study of the administration of poor relief at the Cape in the days of the Dutch East India Company, by Miss Maria M. Marais; a history of mining in the Transvaal from 1836 to 1886, by the late D. J. Pietersee; and an account of the part played by the so-called "Commissioners for the Cape" in the administration of that colony by the Dutch East India Company during the Eighteenth Century, by Miss Anna J. Boeseken.

In her master's thesis for the University of Stellenbosch Miss Marais presents a concise and clear picture of the system of poor relief in operation at the Cape during the period of Dutch administration. As in the home country, the administration of poor relief was entrusted to the Dutch Reformed Church. But in the more primitive surroundings of colonial society, which lacked regular orphanages and homes for the aged, far greater use was made of the system of farming such persons out to individual families, who then received fixed compensation toward their support from the Church. The Church did, however, maintain a schoolmaster and a doctor for the poor who served black and white alike.

Interesting both on account of the importance of the subject in South African history and its vivid presentation, is the late Dr. D. J. Pietersee's

doctoral dissertation on the early history of mining in the Transvaal. The author is primarily concerned with the history of the discovery of gold and the extent to which this history was influenced by the policies of the Transvaal government from the days of the Great Trek to the founding of Johannesburg. But considerable attention is also given to early efforts of the Republic to encourage the mining of lead, iron, copper and tin. The story culminates in the discovery of the rich deposits at the Witwatersrand by Harrison and Walker and the founding of Johannesburg in 1886.

Miss Boeseken's doctoral dissertation, which takes up the whole of the *Archives Year Book* for 1944, is a sequel to her earlier volume on the "Commissioners for the Cape, 1657-1700," which was published by Nijhoff at The Hague in 1938. Her account embodies the result of extensive and painstaking research in the archives at Cape Town and Batavia. Obviously the author knows all the right answers; she has posed a good many of the right questions. Nevertheless, after reading through these 200 pages, this reviewer is left with the uneasy feeling that whatever is worth knowing of the rather insignificant part played by the Commissioners in the administration of the Cape Colony could have been said equally well in considerably less space. As in the earlier volume, the appendix contains a complete list of all commissioner and admirals of the returning East Indies fleet who visited the Cape colony in the Eighteenth Century.

B. H. WABEKE

The Library of Congress

The Indian Archives. Published quarterly by the Imperial Record Department, Government of India. Vol. I, No. 1 (January, 1947). Pp. 96. Single copies, Rs. 2. Annual subscription, Rs. 8.

For almost ten years the AMERICAN ARCHIVIST has been the sole periodical in English devoted primarily to archives and archives administration. A new quarterly in this field from the other side of the world, therefore, is especially welcome. It is an undertaking that naturally will be watched with great professional interest and with the utmost good will on the part of American archivists.

This journal was sponsored by the Indian Historical Records Commission, which for several years has been recommending its publication to the Government of India, but the war and the shortage of paper have delayed its appearance until now. Dr. S. N. Sen, Director of the Imperial Record Department at New Delhi is "Chief Editor," and he is assisted by an Editorial Board of four members. In his "Editor's Note" Dr. Sen writes that *Indian Archives* "will serve a useful purpose if it can simply constitute itself into a clearing-house for scientific knowledge, an information bureau for Indian archivists, a technical adviser to people in difficulty."

Because Indian archivists have had but limited access to the literature of archival administration published outside India. Dr. Sen evidently intends to devote considerable space to reprinting items that he feels may be especially useful in India. Western archivists will be interested in noting which items

are selected for this purpose. In this issue they are (1) "Analytical Methods in the Dating of Books and Documents" by Julius Grant, from *Nature* for August 6, 1938; (2) "Preservation of Rare Books and Manuscripts in the Huntington Library" by Thomas M. Iiams, from *The Library Quarterly* for October 1932; and (3) "A Proposed Uniform State Public Records Act" and "A Proposed Model Act to Create a State Department of Archives," from the *AMERICAN ARCHIVIST* of April 1940 and April 1944 respectively. They occupy nineteen of this issue's 96 pages.

There are three original articles, occupying twenty-three pages. The first, by Col. R. H. Phillimore, bears the confusing title "Survey of India Records." It turns out to be an excellent paper on the records of the Survey of India, a valuable body of journals and field books, maps, and administrative documents that constitute a record of geographical, topographical, and trigonometrical survey activities in all parts of India for nearly two centuries. These records, of obvious interest to historians and geographers, as well as to administrators, are destined soon to be transferred to the Imperial Record Department. An article entitled "A Study of Palm Leaf Manuscripts" by S. Chakravorti illustrates the scientific approach that India is making to some of her special preservation problems. The author has recently spent a year in the United States studying problems of record preservation, and surely there is no one so well equipped as he to unite the wisdom of the East and the West in this field. The third of the original articles, "General Ventura's Family and Travels," seems to be out of place in this journal. To what extent an archival publication should contain historical articles may be a point worthy of debate, but it would seem desirable at least that such articles be based on archival materials or illustrate their use if they are to be granted space.

Western readers will be especially interested in the long "New Notes" section (pp. 45-87), a feature doubtless taken over from the *AMERICAN ARCHIVIST*. Here in the "India" section we have excellent summaries of the activities of the Indian Historical Records Commission and the Imperial Record Department, and notes on the activities of many of the Record Offices of the Indian Provinces and States. The news from the British Isles is especially full and well handled. Much of the news from other countries is already known to American archivists, but it is presented in an interesting fashion and reveals that India has built up her foreign contacts to a commendable degree. Like the United States, India is interested in European archival news not only as a source of professional knowledge and experience but because much of the archival materials for her history are to be found in European archival repositories.

The book reviews are longer than in the *AMERICAN ARCHIVIST* and three of the four titles reviewed are documentary publications, to which the *AMERICAN ARCHIVIST*, rightly or wrongly, has not given much attention.

The Indian Archives has the same size page and is similar in format to the *AMERICAN ARCHIVIST*. The quality of its paper is not satisfactory, but that is a detail that perhaps cannot now be controlled. *The Indian Archives* has a worthy purpose and is well launched. It is to be hoped

that the coming partition of India will not jeopardise its existence, for the archival problems of that area are destined apparently to become both more important and more complicated.

OLIVER W. HOLMES

The National Archives

Italian Archives During the War and at Its Close, by Hilary Jenkinson and H. E. Bell. (London. His Majesty's Stationery Office, 1947. Pp. iv, 56. 1s. 6d.)

During World War II a great deal was said about the importance of the records of occupied countries for intelligence or operation purposes. It is a satisfaction to read in this little volume on *Italian Archives During the War and at its Close* that a great deal of effort went into the protection of Italian archives for their own sakes. The British and American archives officers recognized dangers inherent in overzealous intelligence exploitation and arrangements were made to check and control it. The German *Kunstschutz* seems to have been very properly concerned with the preservation and not with the exploitation of the Italian archives. The Germans, in fact, were at times too much concerned about the historical importance of Italian records as when, under the Mayer plan of 1944, they proposed taking to Germany the groups of records that were of special significance to German history.

Thanks to the valiant efforts of Jenkinson and Shipman and other Allied archivists, and perhaps even to the blundering but well intentioned efforts of Germans like Mayer and Bock, the records of Italy, in all their richness and complexity, seem to have survived the War as well as might have been expected. The Germans were responsible for the brutal destruction of most valuable papers in the *Archivio di Stato* of Naples; and three other great Italian archives at Siena, Modena, and Bologna suffered only less severely under German occupation. Allied troops were responsible for some minor damage but, in general, the precautions taken by the military on both sides seem to have been effective and the plundering of records was not widespread. Destruction from fire and shot, serious as that was, was also minimized by such precautions as removal. Certainly we all learned with the greatest satisfaction that the rich archives of the Vatican are safe.

During the early days of World War II we heard much about the protection of monuments and art galleries. Discussion of the need for protecting the cultural treasures of countries in war areas seemed barely to touch upon documents and public records and archives. The indifference toward archives, apparent in too many quarters, was of much concern to professional archivists. Accounts like this one by Hilary Jenkinson and Major Bell make it clear that, entirely apart from fine arts and monuments, the archival problem in devastated areas was and still is of such importance that it cannot be overlooked by the builders of peace any more than it could be overlooked by the makers of war.

E. WILDER SPAULDING

U.S. Department of State

CORRECTIONS

Dr. Henry L. Savage requests that the following errata be noted in his review of W. E. Tate's *The Parish Chest* published in the July 1947 number of the AMERICAN ARCHIVIST. Vol. X, No. 3, p. 309. Dr. Savage did not see proof on this review.

(1) For "This word-list is well worth the making," read "This word-list was," etc.

(2) For "One can sympathize with rector of Keston," read "One can sympathize with that rector," etc.

(3) For "These are melancholy words, and far from true of our own country, where tradition counts for less," read "These are melancholy words, and far more true, of our own country," etc.

(4) On page 310. For "Our knowledge of the year of William Shakespeare's birth and death," read "Our knowledge of the years of William Shakespeare's birth and death."

News Notes

KARL L. TREVER, Editor

The National Archives

NEWS NOTES EDITOR

Dr. Karl L. Trever of the National Archives, who has served capably and faithfully for many years as Editor of the News Notes Section of the *AMERICAN ARCHIVIST* and as Chairman of the Committee on Bibliography of the Society of American Archivists has resigned both those positions in order to be able to devote more time to private research. He will, we are happy to announce, continue to serve as a member of the Editorial Board. Dr. Trever wishes to thank all those who contributed so generously of their time and efforts in helping him to compile the News Notes, and bespeaks their continued cooperation with his successors. Mr. Lester Smith, Librarian of the National Archives has been appointed Chairman of the Committee on Bibliography and Mrs. Mary Christopher Lethbridge, also of the National Archives, as News Editor.

A ten year index to the *AMERICAN ARCHIVIST* is being compiled by archival students at American University under the supervision of Dean Ernst Posner and Dr. Karl L. Trever. Index slips have been made and it is hoped that copy will be ready for the printer within the next few months.

THE NATIONAL ARCHIVES

The National Archives has recently received several large bodies of important older records of the Government. Among them are 129 letterbooks of the Postmasters General, 1789-1902; the records of the United States Mint at Philadelphia, 1793-1899, consisting of correspondence, including that relating to branch mints and assay offices (1833-73), and of records relating to deposits, assaying, refining, coinage, medals, and "housekeeping" activities; and Patent Office records relating to the granting of patents, 1836-1900.

Arrangements have been made with the State Department for the transfer to the National Archives of noncurrent records to 1936 of Foreign Service Posts all over the world. It is estimated that there are 14,000 cubic feet of these records. The first installment of this transfer, including records of the legation at Sofia, 1912-35, and of the consulates at Calcutta, 1858-1929, Aden, 1887-1932, and Kunming, 1922-36, has already arrived. Original and exchange copies of treaties, with related papers, 1933-44, unperfected treaty files, 1933-40, and other international agreements, 1922-44, have also been received from the State Department. Other recent accessions of note include captured German documents from the Heeresarchiv at Potsdam, consisting of correspondence and other papers of von Winterfeldt, Frederick

the Great, von Boyen, Scharnhorst, von Moltke, von Roon, von Gneisenau, von Seckt, von Schlieffen, von Ludendorff, von Groener, and von Krosigk and fragments from various German collections and exhibits, 1679-1945, received from the Military Intelligence Division of the War Department; the Adjutant General's Office file of War Department and Army orders, bulletins, and circulars, 1922-39; correspondence of Henry A. Wallace, 1941-45, relating chiefly to his activities as a member of several boards and committees while he was Vice President, received from the Commerce Department; and Office of Price Administration research and information files on foreign rationing and price-control policies and practices.

Recent publications of the National Archives include a nontechnical statement on the agency, *The National Archives—What It Is and What It Does*, a list of publications, a list of file microcopies of records in the National Archives, positive prints of which may be purchased, and an *Inventory of the Records of the Rubber Survey Committee, August-September 1942*, compiled by Philip P. Brower.

Dan M. Lacy resigned as Assistant Archivist of the United States, effective July 11, 1947, to accept a position with the Library of Congress, and Wayne C. Grover was appointed Assistant Archivist of the United States, effective August 1, 1947. Mr. Grover joined the staff of the National Archives in July 1935. In June 1942 he transferred to the Office of Coordinator of Information and in January 1943 he was commissioned a Captain in the Army. As "Chief, Records Management Branch, the Adjutant General's Office," to quote from his citation for Legion of Merit, "He conceived, initiated and supervised development of a comprehensive system of records administration in the War Department and the Army." He returned to civilian status in May 1946, having risen to the rank of Lieutenant Colonel, and since then has continued in charge of the War Department's records management work. He received the degree of Doctor of Philosophy in Political Science at the American University in 1946; his thesis was entitled "The Records Administration Program of the Department of War."

Stuart Portner has resigned as Director of Administrative Services, to accept a position with the Food and Agricultural Organization, and Marcus W. Price, Director of the General Records Office is currently serving as Acting Director of Administrative Services.

Arthur H. Leavitt is on leave from the National Archives while serving as archivist of the United Nations Relief and Rehabilitation Administration. Mr. Leavitt has just returned from a business trip to Great Britain in connection with the winding-up of UNNRA's records program.

Roscoe R. Hill has retired from the Federal service. A tribute to Dr. Hill's career as historian, archivist, and public servant has been published in the *Hispanic American Review* for February, 1947, by Manoel Cardozo of Catholic University.

LIBRARY OF CONGRESS

The report of the Library of Congress Planning Committee, a draft of which was mentioned in the April issue, was submitted to Congress on

March 20. The sections of the document that are of particular interest to readers of the *AMERICAN ARCHIVIST* are as follows:

The Committee recommends that the Congressional Joint Committee on the Library direct the Librarian of Congress to

- A. Take the lead in establishing a National Manuscript Council made up of representatives of national, regional, and local historical organizations and agencies, whose duty it will be to advise as to the preservation and distribution of manuscript material.
- B. Explore with such officers as the Archivist of the United States and the Director of the National Gallery of Art the possibility of transferring from the Library of Congress holdings, which it acquired in the past, but would not acquire today because there are other Federal institutions that are more appropriate custodians for the material.

While the National Archives (which by law is the depository of the records of governmental agencies not in current use, and which is also the major research agency of the government) and the National Gallery of Art cannot be considered primarily as libraries, the services . . . [given] might be said to correspond to that given by the Library of Congress in the Library field. It should be understood in that this report all recommendations and provisions recognize the functions of the National Archives and the National Gallery of Art and do not include duplication of facilities.

The Library of Congress should collect historical, literary, and scientific manuscripts of national interest, including those of men and organizations that have contributed to the government, the institutions, and the life of the American people as a whole. It should take special responsibility for the acquisition by transcript or photographic reproduction, of materials in manuscript collections and archives of foreign countries, which relate to the origins and building up of the United States. It should cooperate with other depositories of manuscript collections throughout the country, to the end that manuscripts of local interest may be placed in the depositories where they will be most useful . . .

Miss Helen Nicolay, the daughter of President Lincoln's confidential secretary and biographer, has presented her father's personal and public papers to the Library of Congress. The largest bulk of the Nicolay Papers consists of letters to or about Abraham Lincoln; contemporary memoranda by Nicolay of Lincoln's conferences with his cabinet officers and generals; and Nicolay's notes of Lincoln comments on matters of public or military policy. There are also numerous clippings, historical notes, records of interviews, transcripts of important Civil War diaries, transcripts of Lincoln letters and speeches and other Lincolniana which Nicolay gathered for his Lincoln biographies and articles.

Among other recent accessions to the Division of Manuscripts in the Library of Congress are the following: three-page autobiography prepared by Abraham Lincoln, in his own handwriting, for Jesse W. Fell of Illinois, December, 1859; seventy-two boxes and several portfolios of the papers of C. Hart Merriam, naturalist, including about one hundred and twenty-five volumes of manuscript journals covering a period of more than sixty years and a set of some two hundred manuscript Indian vocabularies with accompanying large-scale colored manuscript maps showing the distribution of all known Indian tribes and bands of California and Nevada, mainly 1871 to 1937; memorandum of the cruise of the U.S.S. *Kearsarge*, kept by Yeoman J. C. Stoddard, March 2, 1874 to December, 1877; and the non-current records of The Literary Society of Washington, including correspondence, minutes of meetings, and manuscripts of papers presented, mainly 1875 to 1946.

OFFICE METHODS BRANCH, NAVY DEPARTMENT

Demobilization has caused changes in half of the Records Management Officers assigned to the various Naval Districts and River Commands as listed in the July 1946 issue of the *AMERICAN ARCHIVIST*. Since these officers, who are responsible for records management, correspondence management, and microfilm problems in their areas, are the best sources of information on naval records in those areas, a revised list is provided below.

The Districts, Officers' names, and duty stations are as follows: First, Harland S. Moss, Boston, Mass.; Third, Robert A. Schiff, New York City; Fourth, Edward L. O'Neill, Philadelphia, Pa.; Fifth, Edward Lewis, Norfolk, Va.; Sixth, Walter J. Conway (Acting), Charleston, S.C.; Seventh, Bernard L. Michel, Jacksonville, Fla.; Eighth, J. E. Rice, New Orleans, La.; Ninth, Joseph Schleich, Great Lakes, Ill.; Tenth, M. R. Gorbea, San Juan, P.R.; Eleventh, William A. O'Neal, San Diego, Calif.; Twelfth, Paul A. Wuebel, San Francisco, Calif.; Thirteenth, Loren G. Strawn, Seattle, Wash.; Fourteenth, Marian Thomson, Pearl Harbor, T.H.; Fifteenth, Dorothy Gray, Balboa, C.Z.; Seventeenth, Chief Ship's Clerk Rochester H. Neally, USN, Kodiak, Alaska; Potomac River Naval Command, Douglas Horton, Washington, D.C.; and Severn River Naval Command, O. E. Cherry, Annapolis, Md.

It will be noted that the Records Management Officers are now all civilians, with the exception of the Officer in the Seventeenth District, whose records management functions are in addition to his regular military duties.

All the Naval Records Management Centers have also been put on a civilian basis and occupy what it is hoped will be their permanent post-war locations on Navy-owned property. These Centers and their Directors are as follows: Arlington, Va.; Paul L. Bishop; Garden City, L.I., Robert A. Schiff; Mechanicsburg, Pa.; Joseph Wertzberger; New Orleans, La., J. E. Rice; San Bruno, Calif., John D. Bayless.

The two District Records Management Officers who also serve at the present time as Directors of Naval Records Management Centers, Robert A. Schiff in New York and J. E. Rice in New Orleans, are well reinforced by assistants formerly on the staff of the National Archives. Mr. Schiff has been assisted for more than a year by Eunice Whyte, Arthur H. Hillinger, and Irving Schiller, and Mr. Rice has recently acquired the services of Maxcy Dickson and Evangeline Thurber.

The annual conference and training seminar of District Records Management Officers was held in New York on June 10-13 and the annual conference of Directors of Naval Records Management Centers was held in Washington on July 29-31. Both conferences were under the direction of Everett O. Oldredge, Chief of Field Program Planning, and Herbert E. Angel, Director of Office Methods.

U.S. CIVIL SERVICE COMMISSION

On April 29, 1947, the U.S. Civil Service Commission released an announcement of an archivist examination [closed May 20, 1947] for professional grades 2 through 6. Certification at these levels for probationary (leading to permanent) appointment to archivist positions and positions requiring similar qualifications in Washington, D.C., and throughout the United States will be made from registers as a result of this examination. Statements of the nature of archival work and of the requirements applicants had to meet in order to qualify for certification at the several professional levels were published in the announcement. Since these statements may have some reference value for our readers, they are reproduced in part below:

Description of Work

Archivists perform, or plan and direct the performance of, such administrative or technical duties in the field of archival science as the following:

1. Examining and appraising records to determine which have sufficient legal, research, or administrative value to warrant preservation by the Federal government. Making written reports and recommendations based on analyses and appraisals of records' values.
2. Planning or preparing guides, inventories, indexes, and other needed finding aids or descriptive analyses of records, so that their nature and value are known and their subject content made easily accessible.
3. Planning or supervising documentary publication programs involving printing, photography, or other copy processes; reviewing, appraising, and advising with respect to documentary reproduction projects; selecting, arranging, identifying and editing material to be published or reproduced.
4. Maintaining an efficient reference service to government officials, scholars, or the general public, and advising researchers as to how to use the records most effectively.
5. Conducting research in archival history, administration, and techniques, or in the history, programs, and record-making activities of the Federal agencies, and presenting the results effectively in oral or written communications.
6. Protecting records against physical deterioration, and planning or supervising rehabilitation measures for those that may have suffered damage from improper handling, improper storage, floods, fire, exposure, or other causes.
7. Accessioning records, analyzing them, and planning their most logical arrangement to facilitate reference service.
8. Planning, supervising, and evaluating the results of comprehensive surveys of records made to secure information on such matters as subject content, conditions of storage and costs of maintenance.
9. Formulating, installing, or supervising systems of records management, and analyzing and improving existing systems.

The difficulty of the work performed, the responsibility assumed, and the extent of supervision exercised will vary with the grade of the position, increasing progressively in the higher grades.

*Requirements**Training*

For all grades, applicants must meet the basic requirements specified under either A, B, or C below:

A. Completion of a 4-year course in a college or university of recognized standing, including or supplemented by 12 semester hours in United States history and 18 semester hours in any one or any combination of history, political science, sociology, economics, and public administration.

B. Four years of experience which has given the applicant the substantial equivalent of the 4-year college course described under A above. This experience must demonstrate that the applicant possess background knowledge in the social sciences necessary for the successful performance of professional archival duties. The following are examples of experience which will be accepted toward meeting this requirement:

1. Experience as an archivist in Federal, State, church, business, or other archives, or in manuscript depositories containing substantial quantities of archival material.
2. Experience as a records analyst in the management and retirement of records in a Government agency.
3. Responsible experience in the Historical Records Survey.

C. Any equivalent combination of A and B. In combining education and experience, the applicant must show for each year of education for which credit is claimed an average of at least 6 semester hours in any of the subjects listed under A above, including at least one course in United States history.

Experience

In addition to meeting the above requirements, applicants must show experience as follows:

P-2 (\$3,397): One year of successful professional experience in performing archival duties such as those mentioned under "Description of Work," or in scholarly research in United States history involving extensive use of archival material.

P-3 (\$4,149): Two years of experience as required for grade P-2, *at least one year of which* must have been in the performance of archival duties such as those mentioned under "Description of Work." Such experience must have included the preparation of written reports or studies relative to specific archival materials.

P-4 (\$4,902): Three years of progressive professional experience in archival science which has included responsibility for the direction and supervision of at least two activities such as those listed under "Description of Work" above. This experience must have demonstrated on the part of the applicant a good knowledge of the most approved archival practices and procedures. One year of scholarly research in United States history involving extensive use of archival material will be accepted toward meeting this requirement.

P-5 and P-6 (\$5,905 and \$7,102): Experience as required above for grade P-4, provided that such experience has included professional consultative services in various aspects of the administration of archives and the supervision and direction of employees. *For grade P-6*, the experience must have been of broader scope and higher level of complexity and responsibility and must have demonstrated on the part of the applicant a thorough knowledge of archival management, a high degree of technical competence in the original successful solution of unusually difficult archival problems, and the ability to direct and coordinate a comprehensive and highly important program of archival management.

For any grade, the required amount of experience will not in itself be accepted as proof of qualification for a position. To be rated eligible for any grade, at least one year of the applicant's experience must have been in the successful performance of archival duties equivalent in scope and responsibility to those of the next lower grade in the Federal government. The applicant's record of training and experience must show that he has the ability to perform the duties of the position for which he is rated eligible. He may be requested to demonstrate his ability to write clearly and correctly, by the submission of copies of his writings. . .

Restriction of Certification for Certain Positions.—For positions involving specialized archival work of highly technical character, certification may be restricted to eligibles who possess the qualifications set forth in paragraph A under "Training" above.

Substitution of Graduate Study for Experience.—Graduate study in any of the subjects listed under paragraph A of the section entitled "Training" above, completed in a college or university of recognized standing and not used to meet the minimum training requirement, may be substituted year for year for the required experience up to a maximum of 2 years provided that substitution may be made for the full 2 years if all the requirements have been met for the Ph.D. degree.

Part-time or Unpaid Experience.—Credit will be given for all valuable experience of the type required, regardless of whether compensation was received or whether the experience was gained in a part-time or full-time occupation. Part-time or unpaid experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

In May the general meeting of the Interagency Records Administration Conference was concerned with the "Evaluation of Microfilming Projects." The speakers were Daniel F. Noll, National Archives and Henry J. Lilienfield, Bureau of the Budget.

Newly-elected members of the Steering Committee for the 1947-48 season are: Robert G. Ballentine, War Department, John F. X. Britt, Federal

Security Agency, Lawrence M. Shea, Commerce Department, Philip C. Brooks, National Archives, and T. R. Schellenberg, Commerce Department. At the July 2 meeting of the Steering Committee, John F. X. Britt and Henry J. Lilienfield were elected chairman and vice-chairman of the Interagency Records Administration Conference.

At the meeting of the Round Table on Case Studies of Records Management in Federal Agencies, held on May 23, Miss Imogene Williford, Veterans Administration, led a discussion of "Planning a Records Administration Program in Veterans Administration." The subject for discussion at the June 6 meeting of the Round Table on Techniques of Correspondence Management was "Form letter design, standardization, and control." Miss Miriam Edwards of the Veterans Administration was the speaker.

AMERICAN LIBRARY ASSOCIATION

In Rosemary Caldwell's article entitled "A Library for Librarians" in the *ALA Bulletin* for June, reference is made to the ALA archives housed in the Headquarters Library. In planning for the future the Executive Board "has appointed a special committee to study the ALA and Division archives and to formulate a policy for their preservation. The personnel consists of three members of the Executive Board and three members of the Headquarters Library staff, with the librarian as chairman."

ASSEMBLY OF LIBRARIANS OF THE AMERICAS

On May 19 the General Session, at 11:00 a.m., was devoted to a discussion of "The Modern Library Collection—Its Purpose and Character," under the direction of Sr. Julian Marchena and Mr. Gaston Litton. Participating in the discussion of non-book materials were Dr. Solon Buck, Archivist of the United States, Mr. Richard Hart, Director, Literature and Language Department of the Enoch Pratt Free Library, Baltimore, Dr. Rubena Borba de Morais, National Librarian of Brazil, and Mr. Edward Waters, Music Division, Library of Congress. These speakers stressed the growing interest of the public in phonograph recordings, the value of microfilming to public libraries as well as to the research institutions, the role of music in the library program, and the distinction between library and archival materials. Addressing himself to the latter point, Dr. Buck explained that the National Archives of the United States functions as the public records agency of the Federal Government, the State archives care for State papers, and the Library of Congress preserves in its Division of Manuscripts many of those documents which are not public or official in character. The increasing recognition of the value of archival material is illustrated by the growing interest of large commercial concerns in preserving their valuable non-current records. Dr. Borba de Morais acknowledged that some rivalry between libraries and archives exists in Brazil as to the custody of official records. The National Archives of Brazil holds the official records, however, and the National Library's interest is in non-official manuscript records.

At 4:00 p.m. on May 20, the General Session considered the matter of "Non-Book Collections," under the guidance of Srta. Noemia Lentino. Dr. Burton Adkinson, Acting Chief of the Maps Division, Library of Congress, spoke on the importance of maps as research materials, and suggested, the establishment of a special center of information in each American country for the exchange of information on maps and related materials.

ASSOCIATION OF FEDERAL PHOTOGRAPHIC LIBRARIANS

The Federal Government has accumulated in its various activities great numbers of photographs documenting not only Federal functions but also the growth and development of the nation as a whole. These photographs are in many collections and in many agencies. Their existence and their content are often unknown even to other bureaus in the same department. The need for pooling information concerning the pictorial holdings of the Government has been felt for a long time. In addition, the photographic librarians have had little opportunity to study improved methods of maintenance, indexing and reference procedure, since their libraries are usually small autonomous units in the various agencies.

In an effort to meet these needs, an informal conference was held at the National Archives on December 9, 1946, when it was proposed to form an unofficial permanent organization of photographic librarians. Twenty-five representatives of eleven agencies attended. In the January meeting a constitution was submitted and adopted, a nominating committee appointed, and the primary aims of the organization were discussed. In February, officers were elected and work was begun on the first objective, a guide to the photographic holdings of the Federal Government. The guide, as issued now in mimeographed form, is preliminary in character. When all available collections are described, it is expected that the guide will be published in permanent form. Much interest has been shown in this project by Government agencies and by commercial firms such as *Life* and *Coronet* magazines.

In the meetings of the four months that the organization has existed the members have surveyed the photographic files of the Signal Corps and the photographic records in the custody of the Archivist of the United States, and have been addressed by Paul Vanderbilt, acting chief of the Prints and Photographs Division, Library of Congress, on means of disseminating information concerning photographic libraries, and by Chalmers Roberts, Picture Editor of the Washington Bureau of *Life*, on the special problems of picture magazines.

Officers of the Association are Hermine H. Baumhofer, (National Archives) who promoted the conference of December 9, president; Alice Kuhn, (Army Pictorial Service) vice president; Delia Ranalli, (Public Information Division, Navy Department) secretary; J. R. Wilson, (Visual Presentations Division, Labor Department) treasurer; and Elizabeth Adams, (State Department), chairman of Committee on Publications.

COTTON TEXTILE BUSINESS GROUP

About twenty-five persons interested in the history of the textile industry and related activities have formed an informal organization along the lines of the railroad historians' Lexington Group. Among the archivists who are reported as charter members are Peter A. Brannon and Mrs. Marie B. Owen, Alabama, Christopher Crittenden, North Carolina, and William D. Overman, Ohio. The group plans to conduct a survey to discover what textile firms would be willing to grant historians access to their records.

NATIONAL COUNCIL FOR THE PRESERVATION OF HISTORIC SITES AND BUILDINGS

This organization was formed at a conference held in Washington on April 15. Its object is to "further the preservation and interpretation, for the public benefit, of historic sites and buildings situated in the United States and its possessions and significant for American history and culture." The council is made up of delegates from national and regional organizations, members at large, and ex-officio members, including Solon J. Buck, Archivist of the United States and president of the Society of American Archivists. Former president Waldo G. Leland is a member of the executive board of the Council.

INTERNATIONAL ORGANIZATIONS

United Nations Archives

The United Nations Archives at Lake Success has considerably expanded the scope of its activities. A comprehensive survey of UN records has been started, and plans are being made for the periodic transfer or disposal of non-current records. Archives in custody now include part of the League of Nations files, and records of the San Francisco Conference, the Preparatory Commission, and the Permanent Headquarters Committee, as well as sound recordings and verbatim records of UN meetings, and record copies of mimeographed documents. Various checklists and descriptive reports are in preparation, and an index to Preparatory Commission documents has just been completed. Appraisal and indexing of photograph and motion picture collections received from UNRRA and the United Nations Information Organization is also being carried on, as well as a program for the microfilming of verbatim minutes of meetings. Attention is also being given to the planning of archives facilities for the United Nations permanent headquarters in Manhattan.

UNESCO

A document entitled *The Programs of UNESCO in 1947*, issued from Paris on April 4, contains on page 10 the following statement under the heading "Archives Development."

- Steps will be taken in 1947 to: (a) Establish UNESCO's own archives; (b) Organize surveys on types and methods of archives of their international organizations; (c) stimulate countries to develop their own archives techniques.

In activating this program, Herbert O. Brayer, Archivist of Colorado and Director of the Western Range Cattle Industry Study, has been appointed to serve, as of June 4, as Consultant on Archives to UNESCO. After concluding a year's research activity abroad in connection with the Study, Dr. Brayer spent six weeks during June and July visiting the major archival institutions of Europe.

FOREIGN NEWS

Australia

The 1946 annual report of the National Library Archival Authority (see AMERICAN ARCHIVIST, January 1946, for the 1945 report) indicates that considerable activity in the archival field has occurred in Australia during the year. Following the program developed in 1945, machinery for the disposal and transfer of records has been in operation, the use of schedules has been introduced, and the arrangement and description of transferred archives is slowly taking place. Discussions with the departmental records officers have been continuous and careful study of a proposed program of microfilming departmental records is being made. Arrangements are being made for better care of the departmental records storage repository at Kingston Store. The report strongly urges the return to pre-war standards for Government paper and the granting of higher status and increased authority to departmental records officers. The Head of the National Library Archival Authority is Kenneth Binns, who visited the National Archives of the United States in 1945. Mr. Binns is assisted by I. Maclean, who serves as Archives Officer.

Czechoslovakia

A first hand picture of the archival situation in Czechoslovakia is furnished by the following letter of July 7 addressed to the editor by Major Lester K. Born, Archives Officer, Office of Military Government For Germany (US):

While I was on leave in *Czechoslovakia* (10-18 June, 47) I visited several archival institutions. I believe an account of my visits will have some interest to fellow archivists, and I am therefore sending you the data in the paragraphs below.

Through the Czechoslovak Military Mission in Berlin I requested permission to visit some of the Czechoslovakian archives. In my request I made it clear that I would be on leave, and represented neither Military Government for Germany nor any institution in the United States. Permission was granted, and I was told to call first upon Dr. Karel Kazbunda, archivist of the Ministry of Foreign Affairs. This I did, and was most cordially received. Dr. Kazbunda showed me his own collections (described below along with others) in detail and then took me to the Archives of the State of Bohemia where he introduced me to the director, Dr. Otokar Bauer. He showed me his institution, gave me a copy of a book (*Archiv Koruny České*, vol. I, Prague 1939), of which he is co-author, that describes the collection. Fortunately for most of us, the 364 pages of text in Czech are followed by some 40 pages of résumé in German. Dr. Bauer had arranged with the canon-archivist of the Cathedral of St. Vitus to have me see the treasures there, and personally guided me. At the Cathedral I saw, among other items of interest, the beautiful copy of the Gospel containing the autograph statement of Emperor Charles IV that he believed this copy to be by the evangelist himself.

On the second morning Dr. Kazbunda took me to the Ministry of the Interior where he introduced me to Dr. Josef Dostal and Dr. Josef Hradsky. They showed me their collections and work in progress in great detail, and gave me a copy of a book (*Die böhmische Landtafel*, Prague 1944) which describes an important and aesthetically interesting record group. The series within this collection are designated by designs, usually floral, or colors painted upon the spine of the leather bound volumes; e.g., under Hyacinth 3 one finds the correspondence between the King and the governors during 1789-1811, and *Caeruleum manuale proclamationum publicorum 1753-1780* can be found not only under series "Caeruleum" (Latin), but also under "Dunkelblau" (German), and "Tmavo-modra" (Czech) in the index.

Dr. Kazbunda was unable to introduce me personally into the archives of the Military Historical Institute, but provided me with the name of the officer in the Liaison Section of the General Staff to whom I should apply through the Military Attaché at the American Embassy. On the next morning I was taken to the Institute in an official car, received first by the commandant, Lieut. General Hrabčík, shown through the Institute by a staff officer, and introduced at the archives to Major Kubala, archivist in charge of collections relating to World Wars I and II. He showed me the items in his custody with the same care and cordiality as did the civilian archivists whom I had already met. The genuine warmth of my reception everywhere I shall remember for a long time.

The archives of the Ministry of Foreign Affairs (*Archiv ministerstva zahraničních věcí*) are housed with the Ministry in the Černín Palace a 17th century building which is beautifully kept up. The stack space for the document collections has been modernized, decks of steel and concrete have been set up, and steel shelving whose top level is within easy reach has been installed. In place of steel or wooden solid shelves steel rods, which allow more air, are used. Drop tables are provided at frequent intervals at the end of stack bays, and leaves are set into the shelving at about waist height. Windows are of clear glass; electricity has been installed throughout the stacks. A few of the record groups have been bound in leather volumes, but most of them are stored in sturdy paper cartons. These latter are placed on the shelves in such a manner that the fascicles of papers within them, carefully and tightly tied together, stand on edge. Finding aids, both in book form and on cards, are provided in the stacks. Highly classified and/or valuable materials are stored in a large vault which is protected by the usual armored steel door, by microphones affixed to the ceiling, etc. The vault is divided into two decks, and the finding aids for materials stored therein are likewise found there. Tables are provided for work. The treaty room adjoins the offices. The treaties are filed in steel cabinets about 5' high by 3' wide by 2' deep, which have a number of shallow drawers easily operable, and which, of course, can be locked. Three card catalogues—chronological, geographic, and topical—are currently provided. Automatic fire alarms are provided throughout the document area. The whole presents a marked contrast to the housing and equipment with which many Europeans archivists have had to contend. There were no losses of records due to war damage.

The Archives of the State of Bohemia (*Archiv země české*) is housed in its own building which was erected in 1933. Unlike some modern European archival structures, the stack and administrative sections are combined in a single building. The offices, reference library, search rooms, photographic equipment, and restoration sections are housed in outside rooms. The stack area is partly above ground and partly below, and is provided with electric lighting throughout. There are no conventional windows in the stack area, but sections of the wall are built of heavy, hollow glass bricks most of which are colored. The stack area is supplied by air through a ventilating system. The exhibition room and treasure room are combined in a vault established within the sub-surface stack area. The director was frank in expressing his dissatisfaction with some of the "modern" innovations; e.g., the ventilating system has proven inadequate for the area to be served, temperature and humidity cannot be satisfactorily controlled; the glass blocks of the light panels crack as a result of sharp changes in temperature in the winter months and so cause considerable nuisance; the treasure vault, like the rest of the basement, is subject to condensation and excessive humidity. There were

no losses due to war damage. Those collections which were temporarily stored in the basement have been almost entirely returned to their normal stack space. Many of the records are bound in volumes, many are in cartons, and many in bundles provided with a bottom and top board, in traditional fashion, and stoutly tied with cord. The large collection of diplomata which dates from the early days of the Kingdom of Bohemia and the Holy Roman Empire is safe. Materials are arranged according to provenance and are located through the usual finding aids.

The archives of the Ministry of the Interior (Archiv ministerstva unitra—Ústřední státní archiv), in reality the National Archives, as the holdings and the secondary title of the institution show, are located in an 18th century palace and in the secularized crypt of the nearby St. Nicholas Church. Consequently the staff is confronted with certain physical obstacles beyond their control; e.g., excessively high ceilings which result in shelving whose top levels can be reached only by means of a ladder, labyrinthine passages and rooms, wooden construction with consequent fire hazard, search rooms and offices not centrally located, etc. However, the collections have suffered no war damage, the buildings are dry. Some of the older collections are arranged by subject matter rather than by provenance, a fact which causes the present custodians no little annoyance. Some of the older records are in book form, most are in loose fascicles. These latter are usually in stout paper cartons, and so arranged that the papers stand on edge as in modern vertical files. This is done so as to avoid the accumulative weight of successive papers, fascicles, or cartons which would press upon the bottom—most items if they were arranged in the more usual fashion. The task of making a detailed index, of placing each separate item in its own folder within the carton is currently in progress. The records in the palace—about 50,000 running meters—are stored on wooden shelves almost entirely; the diplomata are in the usual envelopes and in drawers. The records in the church are either on shelving excessively high or in wooden cabinets, dating from the time of Maria Theresa, which are just as tall. The work of examining and cleaning that mass of records is now going on. Some of the examples of protective and restorative measures were especially interesting: the "Landtafel" books with their illuminated backs have been protected by dust jackets of brown paper for some time, but these are now being replaced by an open backed box with a top lip which extends about $\frac{1}{4}$ " beyond the back binding of the book; face cream has been found to be the best presently available substance for use on leather bindings; a paper pulp, chemically the same as the sheet to be repaired, is lightly applied to the back of a sheet torn or worn and is then subjected to pressure. This last idea, developed independently at the archives, has been tested only for six months, and its durability is not yet known. Nothing has been published on the Prague method. The archivists were especially interested in the subject of lamination, which was new to them, and eager to secure descriptive literature.

The archives preserved by the Military Historical Institute (Vojenský Historický Ústav) are in three main divisions: the old records from the Austrian period, the regular army records, and the records of the two World Wars. They are housed in three separate places. I saw those of World Wars I and II which are located in one section of the main building of the Institute. This is a modern fireproof structure erected shortly after the creation of the Republic. The section devoted to the archives has wooden cabinets, each of which contains 60 items, arranged back to back in the manner of stack bays. The stack area is a large, high ceilinged room, divided into two levels by a steel and concrete deck. The records of the two World Wars are each kept on a single deck, and internally are arranged by "Legions," the combat units in the field. There are the usual finding aids by which one can locate each item. Luxuries such as detailed subject indices have here, as often elsewhere, not yet been possible. Work tables are provided at the bays; electric lighting is installed; very large windows glazed with translucent white glass, and protected by steel shutters, run nearly the height of the two-deck room. On the upper floor of the building there is a sizeable reference library created especially to serve this division of the archives. The main library of the Institute is in another building. On the same floor as the

reference library is the main search room and numerous study rooms. Several civilian historians are in permanent residence. The archives suffered no war damage and are all in place.

I hope that you can find space for the above narrative. Its publication will be a gesture toward repayment of the hospitality I received.

Sincerely yours,

LESTER K. BORN
Major CAC
Archives Officer

Germany

With the consent of the Office of Military Government for Germany (US), German archivists in the American zone held an "Archivartagung" in Bamberg on April 10 and 11. Proceedings of the meeting, issued in mimeographed form and in the German language, were forwarded to the editor by Maj. Lester K. Born, Archives Officer, Monuments, Fine Arts and Archives Section of OMGUS in Berlin. These proceedings, as translated and abstracted by Mrs. Emma B. Haas, of the National Archives follow:

Major Born conveyed the greetings of his colleagues and explained the interest of OMGUS in German archives. He said that although a great deal of responsibility had been transferred to German archival authorities, the representatives of OMGUS were further willing to support the work of German archivists by giving them advice and effecting coordination with representatives of other occupying forces and by giving them practical help inside the American zone. He expressed approval of the creation of a central card-index of archives, recommended the establishment of a school for archivists and a cooperative association of archivists in the American zone. He suggested the selection of a standing committee to attend to various problems and act as liaison with OMGUS and urged all archivists to extend their interest especially to the preservation of archives of abolished offices. He observed, finally, that the *Mitteilungsblatt*, which is to be published in the British zone, would be a good medium through which ideas could be exchanged on how to solve common problems, while the *Archivalische Zeitschrift*, which will be resumed, would be the medium of publication for the results of research on archival matters.

The representatives of the various state, municipal, and private archives then reported on the condition of the archives in their custody. All emphasized the difficulty of getting materials, especially equipment for "interior adaptations." They complained, above all that archival buildings were still being used, in some instances, for other purposes and they asked for protection against this practice.

Then followed a discussion of a number of special topics, the most important of which were (1) the relationship of the archives to the state administration and the units of military government; (2) the publication of archival periodicals; (3) the proposed school for archivists; (4) the position of archives sponsor; and (5) the exchange of archival material.

A committee consisting of Drs. Kengel, Sante, Schaffer, Vollmer, Winkler and Poelnitz reported favorably on the proposal that an association of archivists from the British and American Zones should be established, adopting with few exceptions the organizational statutes of the already existing British Zone association of archivists. The Board of Directors for the joint association would be composed of 7 members: Drs. Grieser, Moderback, and Vollmer from the British Zone; Drs. Miller, Sante, Schaffer, and Winkler from the American Zone.

In discussing archival periodicals it was noted that the next volume (vol. 46) of *Archivalische Zeitschrift* had been ready to print for the past three years, but that because of lack of paper it could not be printed. Furthermore the publishing house of Ackermann does not yet have a license. The *Mitteilungsblatt*, to be published in the British Zone, has its first number ready for print and is a periodical for all archives, not merely for state

archives; it will treat actual archival questions on a professional level. The state archives of Düsseldorf will edit the first number; the second will be edited by the state archives of Wiesbaden and will contain an account of the archives in the American Zone. The editors of *Archivalische Zeitschrift* will endeavor to publish a volume once a year; the *Mitteilungsblatt* will probably appear more frequently.

The school for archivists in Munich is to be reopened; the school in Dahlem has been abolished, but Marburg intends to build up again a school according to the old tradition. The Director of the state archives there will also be the director of the school, which will open on October 1, 1947. The training course will last for two years at Marburg and for three years at Munich.

There appears to be some difficulty in filling the positions known as "archives-sponsors," probably because these are honorary and not paid positions. Task of the archives sponsors include the collection of private papers as important documents of extinct social structures; the securing from refugees of facts about important traditions, particularly in the East; and assuring the preservation of the archives of socialized institutions.

Great Britain

Word has been received of the appointment of Hilary Jenkinson as Deputy Keeper of Public Records to succeed Sir Cyril Flower, retired. Mr. Jenkinson is an Honorary Member of the Society of American Archivists.

The British Records Association will hold its 15th annual meeting November 18 and 19, 1947. The program will include a discussion of printing in relation to the publication of records, a session of the Records Preservation Sections, a discussion of the ideal layout for a local records repository, and the annual business meeting.

India

A clipping from the July 12 *Indian News Chronicle*, sent to the editor by Eva Karpischeck, a former member of the National Archives staff now in the foreign service, indicates that records are involved in the proposed partition of India:

The division of files and records between India and Pakistan, one of the biggest problems confronting the Partition Council, has, it is understood, been very nearly solved.

An American firm has offered to micro-photograph all the files in the way they do in the United States. This will save time and energy necessary for copying and filing the records.

Yugoslavia

The following quotation is from the book *Human and Material Sacrifices of Yugoslavia in Her War Efforts 1941-1945*, prepared by the War Reparations Commission, The Federative People's Republic of Yugoslavia:

... Archives.—The enemy officers by name of Schwankl and Reiszwitz carried away from the Serbian Academy of Science many original historical documents including 228 Cyrillic Charters, 227 Latin and 1400 Turkish documents.

Technical and scientific works of the Military Geographic Institute, representing the results of many decades of research, were either plundered or destroyed.

Documents of inestimable value for the study of our culture and social development disappeared during the occupation. Papers and documents from various institutions dating back to the beginning of mediaeval ages were burnt or carried away. Files containing documents of historic value, including the original Constitution text of 1825, were taken away from the Belgrade State Archives. Most of the documents in the Novi Sad and Skoplje State

Archives were either destroyed or carried away. During the occupation period Italian representatives came over and instigated searches in various archives. After such searches most important documents pertaining to our past, were missing or disappeared. Dr. Giovanni Gabizza, the representative of the Rome Government, caused all the more important papers in the Trogir Archives, covering the period from 1335 to the beginning of 19th century, to disappear. The remaining files were partly sent to the paper mills and partly thrown away or used as wrapping paper.

Professor Cencetti, the Italian scientists and inspector of the Rome Archives, relieved the Nona, Split and Kotor Archives of 74 cases of documents and manuscripts written partly by Venetian and partly by local historians over the period from 13th to 18th century. These were taken away by the above professor.

Further 157 cases of Archives and other material were shipped by the Italians on the s/s "Loara" destined to Venice on 8th September 1943. . . .

OFFICE OF SELECTIVE SERVICE RECORDS

Public Law 26, 80th Congress, approved March 31, 1947, provides, (1) for the liquidation of the Selective Service System which had been charged with the responsibility for procuring manpower for the armed forces and distributing civilian workers in essential industry since October 1940, and (2) the establishing of a new agency, the Office of Selective Service Records.

The Selective Service System, in operation from October 16, 1940 to March 31, 1947, was composed of 6,443 local boards, a variable number of appeal boards, 54 State Headquarters and a National Headquarters. The local boards and State Headquarters records within each State have been concentrated under the Office of Selective Service Records in 54 Records Depots, one in each State or territory, including the District of Columbia, except for New York which has two depots.

Under Public Law 26, the functions and duties in the Office of Selective Service Records shall be:

- (a) To liquidate the Selective Service System.
- (b) To preserve and service the records of Selective Service System.
- (c) To perform such other business relating to the preservation of records, knowledge and methods of Selective Service not inconsistent with law.

Pursuant to the above, Records Depots have been established within the various States which contain approximately 60,000 file cabinets of personnel and residuary records. Since these records are Federal property their principal function will be the servicing of requests for information from Federal agencies. The primary responsibility of the new office, however, will be to maintain the confidentiality of individual registrant's records. Past experience has indicated that there will be other and varied demands upon these records, but for the time being at least, only the individual registrant and selected Federal Departments, agencies and bureaus will have access thereto. The value of these records for genealogical, historical and research purposes has been amply demonstrated in the past, but until the sources of requests for information for these purposes have been analyzed, investigated and approved, the use of the records will be closely restricted as outlined above.

The major portion of these records consist of individual cover sheets, or personnel folders, of the approximately 36,000,000 registrants who were

militarily liable. In addition to the cover sheets, and periphery records of militarily liable registrants, there are registration cards for men who were between the ages of 45 and 65 on April 27, 1942, of which there are approximately 15,000,000. The life expectancy of these records is very problematical at the present time. Under the policy of restricted use, which is necessary to the maintenance of the confidentiality of their contents, the full measure of their value cannot fully be demonstrated. There are available to the general public, however, a vast quantity of statistical data on age, physical and occupational characteristics and other matters which have been placed in bound volumes and distributed to libraries and educational centers. There is also at hand a vast amount of undigested statistical and research material which will be made available to the public as it is analyzed, edited and published.

AMERICAN COUNCIL OF LEARNED SOCIETIES¹

Work has been completed on more than half of the files of 19th century Negro newspapers being microfilmed by the Committee on Negro Studies of the American Council of Learned Societies, and positive microcopies of the films will be available for purchase by libraries and educational institutions beginning in June. Files of approximately 200 newspapers, 1837-1900, have been located in 62 depositories during the past year, and these have been loaned to the project for photographing. The Library of Congress is cooperating in this venture and is handling the photography in its Photoduplication Service laboratories. Order lists and information on the Negro Newspaper Microfilm Series may be obtained from: The Committee on Negro Studies, American Council of Learned Societies, 1219 Sixteenth Street, N.W., Washington 6, D.C.

A union listing of Negro newspapers, first comprehensive compilation of its kind ever attempted, will be published by the Committee on Negro Studies of the American Council of Learned Societies late this year. The directory will include name, place of publication, founding and expiration dates, brief publication data, location of available files and microcopies for each publication. There will also be a short introduction and bibliography. Approximately 2,000 newspapers will be represented in the listing, which embraces the 120-year period of Negro newspaper publication in this country, between 1827 and 1947.

CHURCH ARCHIVES

Dr. Thomas F. O'Connor had this to say about Catholic archives in his address to the American Catholic Historical Association last December:

Turning to a consideration of the facilities available for creditable productive scholarship in the field of American Catholic history, we can happily report an encouraging growth

¹From: Armstead S. Price, American Council of Learned Societies, 1219 Sixteenth Street, N.W., Washington 6, D.C.

of archival consciousness. We have by no means yet come to what might be considered even a minimum of achievement in this respect, but we have, notwithstanding come a great ways in the last two decades in the readiness of custodians of our archives and manuscripts depositories to aid the cause of legitimate research. In this respect one of our most serious handicaps at present stems from the limitations of a mechanical and technical nature still characteristic of the majority of our depositories. Here too, however, some measure of improvement has been discernible during the past half decade.

The Historical Foundation of the Presbyterian and Reformed Churches, Inc., at Montreat, North Carolina, reports the discovery of eight manuscript volumes of the proceedings of Charleston Presbytery and its predecessor, Charleston Union. Covering the period 1822 to April 24, 1902, these materials, which had been lost for more than a quarter century, have filled a sizeable gap in the Foundation's South Carolina materials. Rev. Edward Lilly was instrumental in the locating and depositing of these records.

THE PAPERS OF THOMAS JEFFERSON

According to the 1945-1947 report of the Editor of the Papers of Thomas Jefferson, Julian P. Boyd, the project has in its files copies of 47,149 Thomas Jefferson documents. A table given in the report indicates the origin of these copies as follows:

From the Library of Congress	23,299
From the Massachusetts Historical Society	9,505
From Virginia Institutions and Individuals	5,072
From the Henry E. Huntington Library	965
From the Missouri Historical Society	937
From the Pennsylvania Historical Society	688
From the New York Historical Society	640
From the American Philosophical Society	241
From Individuals and Smaller Institutions	5,802

Dr. Boyd describes the papers secured from each source and in some instances indicates the methods by which the documents were located. The National Archives, being the one large American depository not yet searched, the Editor outlines the method by which search for Jefferson materials will be conducted there. A search for Jeffersonia is planned for foreign archives and libraries too, and some work in this direction has been accomplished already in France and Italy.

TRAINING OF ARCHIVISTS

The third intensive training program in the preservation and administration of archives, offered by The American University in cooperation with the National Archives and the Maryland Hall of Records, was conducted between July 28 and August 23, 1947. Students registered for the course were Theodore J. Cassady, document archivist, Archives Department, Illinois State Library; Mary H. Clay, head librarian, North East Junior College, Louisiana State University; Sister John Mary Cromlish and Sister Genevieve Ryan, St. Joseph's High School, Emmitsburg, Md.; Jane Greene, assistant librarian, Meredith College, Raleigh, N.C.; Marion W. Hagerman, executive assistant,

Saskatchewan Archives, Saskatchewan, Canada; Rev. Peter Hogan, Catholic University; Gaiselle Kerner, patent analyst, U.S. Patent Office; Rev. Paul Love, St. Mary's Seminary, Baltimore; Rev. James P. Moran, diocesan archivist, Grand Rapids, Mich.; Paul J. O'Brien, assistant archivist, Office of the Secretary of State, Sacramento, Cal.; Ruth M. Rush, supervisor of general files, Detroit Edison Company; Harriet C. Skofield, cataloger, P. K. Yonge Library of Florida History, University of Florida; Marjan-Stopar Babsek, assistant archivist, United Nations; Miriam Woods, librarian in charge of cataloging and filing, West Virginia Department of Archives and History; Rev. Francis Murphy, archivist, Congregation of the Most Holy Redeemer, Esopus, N.Y.; Mary Y. Crook, Notre Dame College, Baltimore; Mrs. Elizabeth G. Lee, supervisor of the director's files, Standard Oil Company of New Jersey; Rev. James A. Mackin, library moderator, John Carroll University, Cleveland; and Peter J. O'Toole, administrative aid, Department of Public Affairs, Newark, N.J.

During 1946, the Australian National Library Archival Authority permitted its Archives Officer to deliver six lectures on archives to the Refresher Course in Public Administration conducted by the Public Service Board in Canberra, Melbourne, and Sydney. The Archival Authority felt that by this means it would be possible "to introduce archival requirements to an increasing number of officers in each department." The Public Service Board has recently established a Research and Training Section which is preparing a general scheme of training for newcomers in the public service. A portion of the proposed course deals with recording systems and techniques, and arrangements have been made for the National Library Archival Authority to cooperate in the program. Later the research program may be extended to provide an opportunity for the comprehensive study of the proper relationship between records administration and departmental efficiency.

CONNECTICUT

The Connecticut State Library has received gifts of extensive "family archives" covering the Beach family and the Lewis family. Both these families have Connecticut origins. The Beach records were compiled over a period of forty years by Major Alfred Holmes Beach, formerly of Wyoming and Michigan, and on his death, were presented to the State Library by his widow, Mrs. Cora M. Beach. The Lewis family records were compiled over a long period of years by Carll A. Lewis of Guilford, Connecticut, who acted as editor and publisher of the family paper, "Lewisiana." After his death, all his papers were given to the Connecticut State Library by his children, John G. Lewis and Mrs. Belle L. Harrison, as a memorial to their father.

A project to microfilm the Land Records and the Probate Records of all the Connecticut Towns and Probate Districts has been undertaken by the Genealogical Society of the Church of Jesus Christ of Latter Day Saints, of Salt Lake City. All arrangements with the town officials, who have been

most cooperative, are being made by the State Library which will receive positive copies of the films. The period covered by the filming is from the earliest settlements (in some cases 1636) to 1850. The project is expected to take about a year.

GEORGIA

The Emory University Library has now catalogued a collection of about 600 items from the administrative files of the Savannah Squadron of the Confederate Navy. It has acquired recently some 30 letters of General Beauregard, the papers of James O. A. Clark (1827-1894), long prominent in the Southern Methodist Church, and additions to the papers of Methodist Bishop Warren A. Candler, which now number over 30,000. The Clark collection includes some manuscript records of the Georgia Relief and Hospital Association of Civil War days.

Georgia newspapers last March carried news of the discovery in Savannah of the 160-year old volumes of minutes of Georgia's Executive Council from 1774 through 1780. "Missing" since 1776, the minute books were found by Miss Margaret Godley while doing research at the Georgia Historical Society. Mrs. Jack Hayes, state archivist, who examined the records to determine their authenticity, announced the discovery. She stated that the records probably would remain the property of the Georgia Historical Society.

ILLINOIS

The Newberry Library, Chicago, has received as a gift the letter books of Victor F. Lawson, publisher of the Chicago *Daily News* prior to his death in 1925. These volumes contain some 75,000 copies of letters sent by Lawson between 1873 and 1925, some 60,000 more written by business managers of the newspaper and bearing his stamped signature, and about 4,500 letters written to Lawson. The gift also includes several volumes of minutes and reports of the Associated Press for its early years. Lawson was president of the AP for some time. His papers are open at the discretion of the Librarian of Newberry "only to bonafide students with a serious project."

The University of Chicago has received the papers of Frank O. Lowden, governor of Illinois, 1917-1921, and a national political figure for over 25 years.

A bill to remove the Secretary of State as State Librarian and to re-organize the Illinois State Library under a board appointed by the Governor, passed the Senate but was killed in the House of Representatives in the final days of the 1947 General Assembly.

This bill, substantially the same as the "Model State Library Act" proposed by the American Library Association, was sponsored by the Legislative Committee of the Illinois Library Association. As too often happens when such "model" acts are used as the basis for legislation, inadequate consideration was given to adapting the bill to local conditions. The traditions,

constitutional provisions and numerous laws which make the Secretary of State of Illinois the sole legal custodian not only of the records of his own office, but also of the principal archives of the State were ignored. It is doubtful if the Archives Department could legally have continued some of its present duties had this bill become a law. There were also other bad features in the bill, from an archival point of view. For instance, the clause in the present act which protects the archivist from pressure to take records deemed non-archival in nature, was so amended as to require specific authorization from the State Library Board before accepting any deposits.

Thus far the advantages to the Archives Department from being a division in the large and strong State Library recognized as a professional institution, outweigh the disadvantages of not being an autonomy which under the Illinois system of government would be weak and subject to adverse political influences. It cannot be too strongly emphasized, however, that such a union for administrative purposes only, can work only where, as up to the present, the policy making officials realize and appreciate the essential differences between archives and libraries.

The following unsolicited editorial from the Rockford (Illinois) *Morning Star* of August 2, 1947, is included here as indicative of a significant change in attitude towards county archives.

FOR THE RECORDS

The plight of County Clerk Horace Skinner, who found himself smothered with ancient record books to the point where there was hardly elbow room for work in hand, points up the need for an archives system far more spacious and available than state or private library systems at present provide. In desperation, Clerk Skinner petitioned the county court for authority to destroy tons of old records. Temporary space has now been found, and the petition has, happily, been withdrawn.

The Illinois archives vaults at Springfield take care of documents and records dating back to pioneer days, but they are simply not large enough to handle all the old records of 102 counties. There should however, be, space provided at the state capital or some other central point for this historic material. No county should tolerate destruction of such records, for they are the building blocks of history.

In this connection, it may be recalled that a number of railroads whose roots go down into pioneer days have turned over their early ledgers and account books and correspondence to such libraries as the Newberry in Chicago. There the records have been gladly accepted because they form source material for history. If corporate records are of such high value, surely the records of the counties can be considered no less important.

It seems to us that the preservation of these county records is a proper responsibility for the state, and that provision of an archives library of sufficient capacity to take them all in should be business for the next legislature.

We have a certain responsibility to history, and that responsibility is something beyond the keeping alive of a mere antiquarium spirit. Anyone familiar with history knows that the diaries and ledgers of medieval times, often preserved by sheer accident, are the only basis we have for learning how life was lived then; knows, too, the eagerness with which archeologists scan cuneiform bricks to read the account books of Babylon. The future could accuse us bitterly if we shortsightedly destroyed the records of how township and county and state were built.

If you have ever wondered what your job as an archivist really is, you will get the answer by reading an article by the archivist of Illinois, Margaret C. Norton, published in the May issue of *Illinois Libraries*, p. 167-172.

IOWA

Effective July 1, 1947, Claude R. Cook became head of the Iowa State Department of History and Archives succeeding Ora Williams, retired. Emory H. English, who served as acting curator until Mr. Cook's appointment, will continue as editor of the *Annals of Iowa*.

MARYLAND

Court records from 1699-1788 and original wills, 1665-1789, have been received by the Maryland Hall of Records from Talbot County. Land records of the same county will be transferred from Easton shortly. The Baltimore Superior Court has transferred marriage license records, 1771-1851, together with a card index. Prince George's County probate papers, 1697-1789, have now been arranged and indexed and are accessible for public use. Kent County records, probate court, and land, and now complete for the period 1642-1788, as prescribed by the Act of 1945 (Chapter 248). Indexes for the use of probate and land records are also complete.

The Salary Standard Board has given permission for change of title to certain members of the Hall of Records staff, so that classifications of junior and senior repair technician and junior and senior indexer now prevail.

MICHIGAN

Colton Storm, curator of manuscripts at the William L. Clements Library, writes the editor that "since 1943, no report of additions to the Manuscript Division has been made in these columns. Four times a year, a postcard requesting news comes to the curator of manuscripts and four times each year he props it on his desk until it is dog-eared and fly-blown—when another card takes its place. This time, things are different; the postcard is fresh and clean and the report is completed."

Important additions since 1943 to the following collections described in the *Guide* to the Historical Manuscripts in the William L. Clements Library:

Peter Force Papers (about 4500 pieces)
Thomas Gage Papers (ten pieces)
Nathanael Green Papers (about 250 pieces)
John Holker Papers (about 30 pieces)
Michigan Papers (about 200 pieces)
Miscellaneous Papers (about 500 pieces)

A few other collections have received minor additions.

The following collections have been formed by regrouping miscellaneous materials or by acquisition:

Allison, Edward H. 1 vol. 1891. Ms. of "The Surrender of Sitting Bull."
Ann Arbor. 1 vol. 1836. Plat book.
Andre, John. 1 vol. 1780. Contemporary transcript of "The Cow Chace"
Bernard, Sir Frances. 1 vol. 1763. Ms. "Report on Massachusetts Bay"
Bingham, Sgt —. 1 vol. 1779. Orderly book.
Calef Papers. 1 vol. 1766-1782. Letters to and from John Calef.

- Carey Papers. 1 vol. 1829-1836 Letters from Henry C. Carey to his father, Matthew.
- Cooke Collection. 1 vol. Late 19th cent. Letters by Civil War leaders collected by Aaron J. Cooke.
- Episcopal Bishops. 3 vols. 18th & 19th cent. Specimens of autographs of American bishops.
- Fort Wayne Indian Agency. 1 vol. 1809-1815. Letterbook.
- Johns Collection. 1 vol. 1857-1865. Mss. and letters by James Johns, "pen-printer of Vermont."
- Massachusetts. 1 vol. 1698-1699. Treasury accounts.
- Palgrave papers. 1 vol. 1796-1844. Letters by and to Robert and William Palgrave.
- Palmerston Papers. 1 vol. 1816-1864. Most letters by Henry John Temple Palmerston, 3rd viscount.
- Peel Papers, 1 vol. 1820-1870. Letters by Sir Robert Peel, 1st, 2nd and 3rd parts.
- Riopelle Papers. 1 vol. 1737-1894. Papers of an early Detroit family.
- Presidents of the United States. 1 vol. Specimens of signatures and handwritings of the presidents.
- Roosevelt Collection. 2 vols. 1885-1943. Letters and mss. by, to, and about Theodore Roosevelt.
- Shaw Papers. 1 vol. 18th & 19th cent. Family records.
- Sparks Collection. 1 vol. 1833-1837. Letters of Jared Sparks.
- Stuart, James. 1 vol. 1816-1820. Copybook.
- Townshend Collection. 1 vol. 1763-1766. Letters by Charles Townshend.
- Williams Papers. 2 vols. 1818-1856. Principally letters Samuel Williams regarding surveys of Michigan.

F. Clever Bald, who has been on the staff of the Michigan Historical Collections since March 1, 1945, as University War Historian, has been appointed Assistant Director of the Collections. He has completed the assembling of the University's war records, and he will continue to give part of his time to writing the history of the University in the war.

Among recent manuscript accessions to the Collections are the papers of Miss Clara M. Wheeler, of Grand Rapids, Michigan. Practically all the pieces of this large collection relate to the work of the Grand Rapids Kindergarten Teacher Training School which was founded by Miss Lucretia Willard Treat in 1891, and of which Miss Wheeler was at first assistant, then principal. The collection consists of correspondence, course notebooks, record books, newspapers, and clippings. Other materials which have been received include the records of the First Congregational Church of Ann Arbor, Michigan.

MINNESOTA

The 1947 session of the legislature, recognizing the need for caring for the State's official records, created the Minnesota Archives Commission. The Commissioner of Administration is chairman of the Commission and the Superintendent of this Minnesota Historical Society is its secretary. Also members of the Commission are the State Auditor, the Attorney General, and the Public Examiner.

The law gives the Commission broad authority to regulate the way records are made and kept, and to destroy records which have no legal, administrative,

research, or historical value. The law defines as primary evidence in Minnesota courts microfilmed copies of such documents, or copies reproduced by other photographic means, and it authorizes the commission to reduce to microfilm or other photographic forms such records of the State, as, in its judgment, have legal, administrative, research, or historical value, but which need not be preserved in their original form. An appropriation of \$10,000 for each year in the coming biennium was made to carry on this work.

The Minnesota Historical Society has acquired about one-half ton of records accumulated by the Root River State Bank of Chatfield, 1888-1941. These records supplement materials relating to the same bank received in 1933 with the papers of G. C. Easton. The two collections constitute an important source of information about economic conditions in southern Minnesota, 1856-1941. The Society has also received 9 additional volumes of the records of the Trinity Lutheran Church of St. Paul.

The Forest Products Foundation of the Minnesota Historical Society has issued a 24 page *Preliminary Inventory of Manuscript Material Dealing With the History of the Forest Products Industry*.

Arthur G. Larson has resigned as superintendent of the Minnesota Historical Society to accept a commission in the Army. Carlton C. Qualey has been appointed to succeed him.

NEBRASKA

The Nebraska State Historical Society has accessioned the records of the Nebraska Advisory Defense Committee, consisting of three four drawer filing cases of correspondence, memoranda, and other data.

NEW YORK

From the estate of Frederic Bancroft, Columbia University has received over one million dollars, the income from which is to be devoted to the acquisition of books and other materials on American history and international relations. Therefore the University has established the position of Archivist of Americana and has appointed Reinhard Luthin to this position.

The Cornell University Collection of Regional History recently added the William Pierrepont White Collection (1728-1838), which contains 10,000 letters, 113 letter books and box files, 25 ledgers, daybooks, and journals, 5 boxes of maps, 5 portfolios of original surveys, 17 large maps, 1200 pamphlets, and miscellaneous accounts, diaries, scrapbooks, plank road accounts, supervisor's reports, etc. Covering over 200 years, this collection follows the westward and southward movement of members of the White and related families, and concerns their activities in the development of land, canals, highways, railroads, and cotton manufacturing, mining, and banking, enterprises.

The first meeting of the Champlain Valley Historians Conference since the beginning of the war took place Saturday, June 28, in the Robert Hull Fleming

Museum at the University of Vermont, Burlington. This combined meeting of the New York State Historical Association and the Vermont Historical Society was the fourth gathering of its kind. The meetings are devoted to the history of the Champlain Valley area and are held alternately in Vermont and New York. Mrs. Jane M. Lape, curator of New York State Historical Association's Headquarters House at Ticonderoga, as one of several speakers, described an important collection of papers in that library known as the McIntyre-Henderson papers, dealing with early history of the iron industry.

The Farmers' Museum, operated at Cooperstown, by the New York State Historical Association, announces that it has just received on permanent loan the large manuscript folklore collection made by nearly a thousand students at the New York State College for Teachers in Albany, New York, under the direction of Louis C. Jones, at the time he was teaching American Folklore in that institution. Entirely collected in New York State, this material covers such matters as childlore, folksay, folkways and customs, interesting individuals and interesting communities, folk tales and folk history, folk songs and folklore material dealing with the supernatural, including beliefs, superstitions, witchcraft, and ghost lore. Classified under appropriate headings within these major divisions, it is cross-indexed in such a way that the types of materials in various counties in the State can be quickly ascertained. There is a full component of information about both collectors and informants. The material will be available to all qualified persons at the Farmers' Museum, Cooperstown, throughout the year. For further information, address Dr. Jones, Director of the State Historical Association and the Farmers' Museum.

One of the most complete collections of old time American Canoe Association photographs ever assembled has just been deposited in the library at Fenimore House, Central Quarters of the New York State Historical Association at Cooperstown, New York. These pictures, some three hundred in all, are a complete and unique pictorial record of the canoeing and camping activities of the American Canoe Association during its first twelve years, 1881-1892. They are all mounted on cards with full descriptions and dates attached. These fine pictures were made by the celebrated professional outdoor photographer, S. R. Stoddard, or by George A. Warder, leading amateur photographer of the 1880's; these pictures cover the annual meets and camps of the Association as follows: 1881 and 1882, Lorna Island, Lake George, N. Y., 1883, Juniper Island, Stony Lake, Canada, 1884, 1885 and 1886, Grindstone Island, New York, St. Lawrence River, 1887, Bow Arrow Point, Lake George, N. Y., 1889, Stavo Island, Canada, St. Lawrence River, 1890, Jessops Neck, Peconic Bay, N. Y., 1891 and 1892, Willsborough Point, N. Y., Lake Champlain.

The New York Historical Society has recently acquired the following: Papers and documents relating to the estate of Chief Justice William Smith (1728-1793) and of his son, William Smith, Jr. (1769-1847) including correspondence between William Smith, Jr., and Douw Fonda of Albany; eight manuscript account books, 1830-1854, of Barclay and Livingston, commission merchants of New York City, letter press copies of business letters, 1874-1879,

of Robert Mackie and Son, and 4 volumes of letter press copies of letters from Simon Fraser Makie, of New York, 1875-1878; 500 letters to Thomas H. Morrell, bookseller of New York City, from authors, librarians, and publishers, 1858-1897; "register of marriages" recording 242 marriages performed 1834-1885 by the Reverend Dr. William R. Williams, pastor of the Amity Street Baptist Church, New York City.

NORTH CAROLINA

Dr. Christopher Crittenden returned to his desk as director of the North Carolina Department of Archives and History on July 1. Since last September he had been serving as assistant director with the World War II Records Project at the National Archives at Washington, D. C. The Executive Board of the Department met on July 12, transacted routine business, and passed a resolution commending the work of Henry Howard Eddy as acting director during the absence of Dr. Crittenden. Mr. Eddy has returned to his former post as chief of the Division of Archives and Manuscripts in the Department.

The Historical Society of North Carolina held its spring meeting at Winston-Salem on the afternoon and evening of April 19th. The afternoon session was held in the museum of the Wachovia Historical Society, at which time Dr. R. H. Woody of Duke University, reported on unexploited materials in the Flowers Collection of Duke University. Dr. Woody reported that Duke University will soon publish a catalog of the Flowers Collection. Dr. Douglas L. Rights, president of the Wachovia Historical Society, reported on unexploited materials available in Winston-Salem. The evening session was held in the restored Salem Tavern. Dr. Hugh T. Lefler of the University of North Carolina led a discussion of unexplored aspects of North Carolina History. Dr. Archibald Henderson of the University of North Carolina and president of the society presided at both sessions.

OHIO

Recent accessions to the Hayes Memorial Library, Fremont, Ohio, have included original Electoral College manuscript returns of Pennsylvania in the Election of 1876; three original documents of appointment: Henry W. Davis as justice of peace, Washington, D. C., William Selby as notary public of Washington, D.C., and John C. Spear as medical inspector of the U.S. Navy, all signed by Rutherford B. Hayes as President; three photographs of President Hayes, one containing an autobiographical sketch; two photographs of Lucy Webb Hayes, one autographed; twelve original letters and notes (1868-1885) written by Rutherford B. Hayes, his correspondents including: Henry M. Cist; William B. Hazen; James W. Howorth; William Johnston of Cincinnati, O.; Mrs. S. N. Lovett; a Miss Scott; and Mrs. R. W. Thompson, Terre Haute, Ind.; a letter written by U.S. Grant to President Hayes, dated April 27, 1877; two letters of William Tecumseh Sherman to James M. Dalzell (1876, 1882), one in which he suggested R. B. Hayes as possible Republican choice for President; and a political letter of S. S. ("Sunset") Cox on the Election of 1876.

The Ohio State Archaeological and Historical Society announces the following appointments and promotions: Erwin C. Zepp, director; James H. Rodabaugh, research associate and editor; John O. Marsh, curator of history, archivist and librarian; Richard S. Fatig, supervisor of state memorials; Lawrence S. Gray, assistant supervisor of state memorials; Vinnie G. Mayer, cataloger; Elizabeth C. Biggert, documents librarian; and S. Winifred Smith, assistant editor.

OKLAHOMA

Under authority of the Hastings Act (*5 Stat. L. 384*), the Oklahoma Historical Society has received from Muskogee, Oklahoma, the records of the Dawes Commission consisting of one hundred letter press copy books dating from 1897-1902, and twenty boxes of letters written to the Commission.

The Society is also making arrangements for the transfer of the state's Confederate records now housed in the State Confederate Home.

OREGON

The Oregon State Library has acquired the major portion of the essential records of the Capital National Bank of Salem, later the First National Bank, covering the period 1885-1924. The records were selected for the library by David C. Duniway, state archivist. An inventory is in preparation.

PENNSYLVANIA

Act No. 260 of the 1947 General Assembly of Pennsylvania, approved by Governor James H. Duff on June 14, 1947, incorporates many of the essential features of the uniform state public records act, proposed by a committee of the Society of American Archivists, into Pennsylvania law. The Act amends the Administrative Code's provisions relating to the Pennsylvania Historical and Museum Commission, extending its powers over the records of State and local agencies of government.

The Commission is made the official agency of the Commonwealth for the conservation of Pennsylvania's historic heritage and the preservation of public records, historic documents and objects of historic interest. It is to preserve all public records throughout the Commonwealth, giving special attention to the preservation of all records of the State Government not in current use and of historical value.

Two methods are provided for the transfer of public records to the Commission: a voluntary method, by negotiation between the Commission and the head of a State, municipal or county agency; and a compulsory method, applying to State records only, in which the Governor's Executive Board—with the Commission's approval—may direct the transfer of the noncurrent records of a State agency to the Commission. The Commission is made the legal custodian of all records transferred to it.

The Executive Director of the Commission or any employees he may designate have the right of reasonable access to and examination of all public

records in the Commonwealth, and are to report to the Commission on their condition. The Commission is to recommend action necessary to preserve public records, to cause the laws relating to them to be enforced, and to recommend and enforce uniform standards governing the use of paper, ink and filing procedure for all records and papers of State and local agencies which shall be construed as being of permanent and ultimate historical importance.

Pennsylvania History reported in its April issue that Governor James H. Duff had reappointed all of the former members of the Pennsylvania Historical and Museum Commission. These include Miss Frances Dorrance, Charles E. Biddle, who was designated as chairman, Thomas Murphy, Charles G. Webb, Atwater Kent, Jr., and Richard N. Williams, 2nd. Two members remain to be named, one of whom will replace Mr. Duff, and the other to fill a vacancy on the original commission not filled by Governor Martin.

The same journal stated that "Governor Duff has announced regretfully that plans for the so-called William Penn Memorial Building, which was to constitute a new State Museum and State Archives and History building, must be held in abeyance until the state's financial picture is a little clearer. Those acquainted with conditions in the state will agree heartily with Governor Duff that the truly desperate conditions which exist in some of the state's hospitals, and its mental institutions in particular, must be remedied at once and at a sacrifice of all other interests. Waiting a little longer for an adequate museum and public records establishment will not cause anyone to suffer, whereas the public health problem affects human beings directly. Those who have discussed the situation with the governor know his keen personal interest in and broad grasp of matters historical. The building will be delayed, but it will not be lost."

The *Pennsylvania Magazine of History and Biography* for July carries on p. 283-287 the latest supplement to the *Guide to the manuscript collections in the Historical Society of Pennsylvania*. The guide now has a total of 1447 entries.

TENNESSEE

Few acts of the legislature in recent years have brought greater satisfaction to historically minded Tennesseans than that passed in the current session which makes provision for the erection of a new building to house the state's archives and library and the collections and museum of the Tennessee Historical Society. Those who have worked in the field of Tennessee history and that of the Old Southwest have been aware of the wealth of source material contained in these Nashville depositories; but the crowded conditions under which such materials have been housed made its use difficult. Those in charge of these collections, notably Mrs. John Trotwood Moore and Robert T. Quarles, Jr., have labored without stint to make this storehouse of historical information available to scholars, but the conditions under which they had had to work have greatly handicapped them. Preliminary estimates put the cost of the new building in the neighborhood of \$1,500,000.

Although the need for a library and archives building has been recognized for a long time, the idea was formally presented at a meeting of the Tennessee Historical Society on February 10, 1942. At that time Edwin A. Keeble, Nashville architect, read a paper on "Housing History." This was published

in the *Tennessee Historical Quarterly*, 1:47-151 (1942) and attracted favorable attention. Prentice Cooper, then governor of the state, became interested in the project and his successor, Governor McCord, continued that interest. Organizations that joined in the campaign for a new building included the Polk Memorial Association, the Parent-Teachers Association, the Tennessee Historical Commission, the Woman's Press and Authors Club, the Associated Women of the Tennessee Farm Bureau, Daughters of the American Revolution, United Daughters of the Confederacy, American Legion Auxiliary, Federated Women's Clubs, Association of University Women, and the Huguenot Society. These agencies formed an effective committee led by Mrs. Rutledge Smith, president; Judge Camille Kelley and Mrs. John Trotwood Moore, assistants to the president; Mrs. F. W. Hale, Mrs. P. P. Claxton and Miss Zella Armstrong, vice presidents, and Mrs. Samuel Cole Williams, treasurer.

VERMONT

The annual report of Earl Newton, director of the Vermont Historical Society, includes the following interesting paragraph:

A very great deal of our basic manuscript material lies in the archives of the state, and has been made available in ever increasing degree over the last years by the invaluable indexing and compiling undertaken by Mrs. Mary G. Nye, of the Secretary of State's office. But some of the most valuable were consumed in the disastrous State House Fire of 1857. In 1942, however, Mrs. Nye discovered a letter of Henry Stevens, first President of the Society, which opened up prospects of recovering many of these lost records through copies furnished by Stevens to the national government in Washington *before* the fire. A trip there [to Washington] by Mrs. Nye and myself revealed in the Library of Congress an unbelievable amount of material—five hundred items from the papers of George Washington alone—, including transcripts of the records of the government and the Secretary of State furnished to Peter Force by Stevens. Through the generous assistance of the Chief of the Manuscripts Division, this material is being made available for microfilming. The cost is negligible in proportion to the value of the records, and I feel sure the Public Records Commission will see to the restoration of this material to the State. As Secretary of that body, I shall so recommend.

Recent accessions of the Vermont Historical Society include the manuscript papers of Thomas Canfield, mostly concerning Lake Park, Minnesota, and the Northern Pacific Railroad; the account book of Stephen Conant, Mar. 6, 1795-Mar. 19, 1798, pertaining to harness business in Windsor, Vermont; papers of Roswell Farnham, Jr., concerning the Waits River Railroad Survey, 1844, records of the Superintendent of Schools, Bradford, Vermont, 1856-1861; Montpelier and Rutland Railroad papers; and papers of Samuel Wells, treasurer of the Committee to Survey the Montpelier and Wells River Railroad, Jan. 4, 1872-Dec. 17, 1875.

VIRGINIA

The Library of the College of William and Mary has acquired the Richard Blow papers, a valuable collection of mercantile and maritime papers, 1771-1825. This collection of nearly 15,000 pieces depicts the business life of the Blow firm and includes ladings, manifest, declarations, correspondence, crew

lists, and pay lists for ships under its control. It is also valuable for its materials relating to the business life of Portsmouth, Virginia, and for information on American transactions with London merchants.

The following article, published in the *Richmond News Leader* on May 27, is of considerable interest:

READ THIS AND BLUSH

"Most Virginians are interested in Virginia history. Few of them realize the following facts: (1) The great Virginia libraries are on the West Coast and in New England; (2) Every year thousands of Virginia manuscripts, rare pamphlets and newspapers and other historical records go to institutions in other States; (3) More than 100 newspapers are now published in Virginia—but of nearly half of those published in the last half century, not a single copy now remains in existence."

So writes Francis L. Berkeley, Jr., curator of manuscripts at the Alderman Library of the University of Virginia. He most assuredly speaks by the record. Undoubtedly, three of the most valuable collections of Virginia manuscripts, outside the Federal and State archives, are in the Huntington Library at San Marino, Calif., at the Clements Library in Ann Arbor, and among the Draper papers at the University of Wisconsin. The Library of Congress contains the bulk of the papers of the three greatest Virginians—George Washington, Thomas Jefferson and Robert Edward Lee. Anyone who wishes to see the largest surviving unit of General Washington's own library has to journey to the Boston Athenæum where he will find the volumes reverently preserved. General Lee's papers were deposited in the Library of Congress by his granddaughters. All the other papers and books mentioned here were offered for sale and probably could have been acquired by Virginia had our State shown interest and zeal.

Before we proceed to condemn our grandfathers, we need to remember that our own generation has been guilty of like neglect. Several of our libraries are far more alert than they were, but they lack funds with which to employ trained men and women to search for manuscripts. In all probability, Duke University and the University of North Carolina have acquired between them more Virginia manuscripts in recent years than have gone into our own depositories.

As for newspapers, a cynic may say that society will be none the worse for the loss of the 40 or 45 per cent that have disappeared altogether in the last half century. Those of our grandchildren who have any interest in their inheritance will not be of that opinion: They will discover that newspaper files are the greatest single source of information, direct and indirect, on local history, on social usages and on genealogy.

What is to be done about the three conditions Mr. Berkeley describes? Manifestly, what has come to pass in the loss of manuscripts to the great Western and Northern libraries cannot be changed. Future export of these treasures can be reduced by the grant of a legislative appropriation for the employment of trained archivists to do for the university what the tireless Dr. J. G. de R. Hamilton has done for the University of North Carolina since 1920. Preservation of newspaper files is essentially a matter of micro-filming. The files themselves disintegrate with what appears to be increasing rapidity. Some may not last 10 years now under hard usage. Even if they were made of durable paper, where could space be found for them? The State Library is the proper agent for the microfilming of all State newspapers, but it cannot do this, of course, without an increase in appropriation.

Thus, at the end, the question boils down to the measure of interest Virginians display: Do they think enough of their past to pay for the preservation of its records?

WEST VIRGINIA

In an article entitled "Some Projects Which Challenge the West Virginia Historical Society" in *West Virginia History*, 8: 199-206 (Jan. 1947) Ross B. Johnston lists as projects 7, 8 and 9 the following:

Project No. 7. We believe that there is a common agreement that a commission or executive board should be established that would give proper co-operation to and support of the State Department of Archives and History. This commission would be responsible for historic matters. . . .

Project No. 8. A revolving printing fund to lay the foundation of proper printed archives of the State is badly needed. This fund should be at least \$50,000. Since the archives would be sold, the money would be used over and over again. If no way can be found for establishing and maintaining such a permanent fund, then the annual special printing fund of \$10,000 should be provided to accomplish the same purpose.

Project No. 9. Steps should be taken toward completing the job started under the W.P.A. to make copies of important county records, and place them in central places in the State, such as the State Department of Archives and History and the West Virginia University. Copies should also go to the Washington office of the Daughters of the American Revolution. . . .

List of applicants approved for membership in the SOCIETY OF AMERICAN ARCHIVISTS by the Council

June 17, 1947

WILLIAM H. CARLSON, Director of Libraries, Oregon State System of Higher Education, Oregon

MISS MARGARET B. CHOPPIN, Records Administration Officer, U. S. Treasury Department, Washington, D.C.

GEORGE R. CLOSE, Town Clerk and Registrar of Vital Statistics, Stamford, Conn.

R. DEMOULIN, Professor of History, University of Liege, Belgium

MRS. DOLORES B. FLOYD, Archivist, Telfair Academy of Arts and Sciences, Savannah, Georgia

MRS. E. H. GOSTICK, Provincial Librarian, Edmonton, Alberta, Canada

ELMER E. S. JOHNSON, Custodian Schwenkfelder Historical Library, Pennsylvania

ROLAND C. MCCONNELL, Archivist, The National Archives, Washington, D.C.

ROGER H. McDONOUGH, Director, Division of State Library, Archives and History, Trenton, New Jersey

MRS. MILDRED C. PORTNER, 5220 42nd Place, Hyattsville, Maryland

STUART PORTNER, Food & Agriculture Organization, Washington, D.C.

GEORGE W. SPRAGGE, Treasurer, Ontario Historical Society, Canada

Institutional Members

Library Archives, University of New Brunswick, Fredericton, N.B., Canada

P. K. Yonge Library of Florida History, University of Florida, Gainesville

Washington State Library, Temple of Justice, Olympia, Washington

VOLUME X

JANUARY 1947

NUMBER 1

*The
American
Archivist*

PUBLISHED QUARTERLY BY
THE SOCIETY OF AMERICAN ARCHIVISTS

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THE AMERICAN ARCHIVIST is published quarterly in the months of January, April, July and October by the Society of American Archivists at 450 Ahnaip Street, Menasha, Wisconsin.

Subscription price five dollars per year.

Entered as second-class matter February 5, 1938, at the post office at Menasha, Wisconsin, under the Act of March 3, 1879.

All contributions should be addressed to the Editor, Archives Department, Illinois State Library, Springfield, Illinois. Subscriptions and communications should be sent to 450 Ahnaip Street, Menasha, Wisconsin, or the Secretary, Box 203, Williamsburg, Virginia. Materials for book reviews and news notes should be addressed to the review and news notes editors, The National Archives, Washington (25) D.C. Technical questions, notes on technique or equipment should be addressed to the technical committee, Maryland Hall of Records, Annapolis, Maryland.

